



**CITY OF IDAHO FALLS  
ANNUAL PERFORMANCE EVALUATION  
FOR EXEMPT AND NONEXEMPT EMPLOYEES**

EMPLOYEE NAME:		
JOB TITLE:		
DEPARTMENT:		
PERIOD OF EVALUATION:	From: January 1, 2016	To: December 31, 2016
TIME IN CURRENT POSITION:		
EMPLOYEE STATUS:	Exempt	Nonexempt

**INSTRUCTIONS:**

1. Completed evaluations shall be forwarded to the Human Resources Department by December 30, 2016.
2. All employees must be evaluated on Categories I through IV. Supervisors must be evaluated on Categories I through V. The following rating scale is provided as a guide. Evaluators must consult the characteristic performance guidelines in the Performance Measurement Manual.

**PERFORMANCE RATINGS/SCORING GUIDELINES**

- 5 = SUPERIOR** – Consistently exceeds job requirements; this is the highest level of performance that can be attained.
- 4 = EXCEEDS EXPECTATIONS** – Frequently exceed job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
- 3 = MEETS EXPECTATIONS** – Able to perform 100% of job duties satisfactorily. Meets basic job requirements and expectations, in terms of contribution to the department/city. Does not require more help from supervisor than is implicit in position description. By definition, this is very satisfactory performance in a position in which high standard performance is required.
- 2 = MARGINAL PERFORMANCE** – Does not consistently meet acceptable standards. Requires more than minimum help from supervisor and others; problem areas need to be monitored closely, performance must improve to meet expectations of position.
- 1 = UNACCEPTABLE** – Fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.
- NA= NOT APPLICABLE** – This rating factor does not apply to this position.

**Evaluation Form**

Name:		
Job Title:		
Department:		
<b>I. JOB PERFORMANCE (Insert nine (9) core job responsibilities/duties from the employee's job description for items A through I. Example: Job Responsibility/Duty: Prepares Board of Adjustment Meeting agenda and takes meeting minutes).</b>	<b>ACTUAL SCORE</b>	<b>Explanation of why you gave the score you gave. Give an example. <u>This category must be filled in for every item on the evaluation or the evaluation will not be valid.</u></b>
A.		
B.		
C.		
D.		
E.		
F.		
G.		
H.		
I.		
<b>Subtotal Category I</b>		
<b>II. WORK ATTITUDE</b>		
A. Cooperation		
B. Acceptance of Supervision		
C. Adaptability		
D. Initiative/Motivation		
<b>Subtotal Category II</b>		
<b>III. HUMAN RELATIONS</b>		
A. Co-workers		
B. Public Relations		
C. Team Player		
<b>Subtotal Category III</b>		
<b>IV. VALUE OF WORK PRODUCT</b>		
A. Accuracy		
B. Thoroughness		
C. Productivity		
D. Completion of Work on Schedule		
<b>Subtotal Category IV</b>		
<b>V. SUPERVISORY SKILLS</b>		
A. Adherence to Policies and Procedures		
B. Training/Instruction of Subordinates		
C. Employee Performance Evaluations		
D. Disciplinary Control		
E. Use & Care of Equipment and Supplies		
F. Compliance w/Safety Procedures and Regulations		

G. Observance of Rules and Regulations		
<b>Subtotal of Category V</b>		
<b>TOTAL ACTUAL SCORE</b>		

**EVALUATION SUMMARY**

(Bring subtotals forward from evaluation form and place in actual score row.)

Category		I	II	III	IV	V	TOTAL
Possible Points	Employee	45	20	15	20	0	100
Possible Points	Supervisor	45	20	15	20	35	135
Actual Score							

**Actual Total Score** \_\_\_\_\_

<b>Scale for Employee</b>	
<b>Total Score</b>	<b>Overall Performance Rating</b>
90 to 100	Superior
70-89	Exceeds Expectations
50-69	Meets Expectations
30-49	Marginal Performance
29 or Less	Unacceptable

<b>Scale for Supervisor</b>	
<b>Total Score</b>	<b>Overall Performance Rating</b>
122-135	Superior
95-121	Exceeds Expectations
68-94	Meets Expectations
41-67	Marginal Performance
40 or Less	Unacceptable

**Overall Performance Rating:** \_\_\_\_\_

Employee's Comments:

---



---



---



---

Evaluator's Comments:

---

---

---

---

Evaluator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee's signature does not mean that he/she agrees with the ratings. It simply acknowledges that the employee has reviewed and discussed the evaluation with his/her supervisor.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_