



# Field/Operational Performance Evaluation

<b>EMPLOYEE INFORMATION</b>			
Name: Last	First	M.I.	Employee ID Number
Classification	Status	Period Covered From: To:	
Department	Division	Unit	Prob. End Date (If applicable)
Reason For Review <input type="checkbox"/> Merit Raise <input type="checkbox"/> Status Change <input type="checkbox"/> Annual Review <input type="checkbox"/> Other (Explain)			
<b>ATTENDANCE AND OBSERVANCE OF WORKING HOURS</b> (Standards listed in this section may be used as guidelines)			
<input type="checkbox"/> Outstanding      - No absences, always on time. <input type="checkbox"/> Above Satisfactory    - One to two occasions absent/late. <input type="checkbox"/> Satisfactory          - Three to four occasions absent/late. <input type="checkbox"/> Needs Improvement    - Five to six occasions absent/late. <input type="checkbox"/> Unsatisfactory        - Seven or more occasions absent/late.			
<b>QUANTITY OF WORK</b>			
<input type="checkbox"/> Outstanding      - Unusually high output, meets emergency demands. <input type="checkbox"/> Above Satisfactory    - Consistently turns out more than standard for the job. <input type="checkbox"/> Satisfactory          - Completes assignments as expected <input type="checkbox"/> Needs Improvement    - Amount of work is below normal operating standards <input type="checkbox"/> Unsatisfactory        - Amount of work is substantially below normal operating standards			
<b>INITIATIVE/ COOPERATION</b>			
<input type="checkbox"/> Outstanding      - Seeks additional responsibilities, suggest ideas to improve efficiency or effectiveness. Goes out of his/her way to cooperate with supervisors, fellow workers, or public. <input type="checkbox"/> Above Satisfactory    - Accepts all additional responsibilities, shows interest, promotes cooperation with others, and recommends new procedures. <input type="checkbox"/> Satisfactory          - Accepts responsibility, successful in cooperating with others, responds well to new conditions. <input type="checkbox"/> Needs Improvement    - Leaves problems/situations as he/she finds them, cooperates reluctantly. <input type="checkbox"/> Unsatisfactory        - Ignores suggested changes, functions with difficulty in a team situation, treats others in an abrupt or rude manner.			
<b>SAFETY</b>			
<input type="checkbox"/> Outstanding      - No preventable accidents, recognizes and resolves safety problems. <input type="checkbox"/> Above Satisfactory    - No preventable accidents, always adheres to all safety regulations. <input type="checkbox"/> Satisfactory          - No preventable accidents, usually adheres to all safety regulations. <input type="checkbox"/> Needs Improvement    - One preventable accident, disregards some safety regulations. <input type="checkbox"/> Unsatisfactory        - Two or more preventable accidents, ignores safety regulations.			



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## JOB KNOWLEDGE

- Outstanding - Performs job independently, handles all assignments well, complete understanding and application of rules and procedures.
- Above Satisfactory - Performs job fairly independently, handles most assignments well, knows procedures and rules.
- Satisfactory - Performs job with little supervision after instructions, knows most procedures and rules.
- Needs Improvement - Occasionally has difficulty understanding job function, disregards some rules or operating procedures.
- Unsatisfactory - Follows instructions with difficulty, violates rules and procedures.

## PERSONAL APPEARANCE

- Not Applicable -
- Outstanding - Always reports to work dressed appropriately or with clean uniform, exemplary grooming and personal hygiene.
- Above Satisfactory - Reports to work with uniform or dressed appropriately, presents well groomed appearance, good personal hygiene.
- Satisfactory - Usually reports to work with appropriately dressed or with uniform, acceptable personal hygiene and grooming.
- Needs Improvement - Occasionally reports to work without uniform or inappropriately dressed, grooming and personal hygiene sometimes unacceptable.
- Unsatisfactory - Frequently reports to work without uniform or inappropriately dressed, poor personal hygiene and grooming.

## REPORTS AND CORRESPONDENCE

- Not Applicable -
- Outstanding - Always completes reports promptly in a clear and accurate manner requiring no revision.
- Above Satisfactory - Completes all reports promptly in a clear and accurate manner requiring little revision, reports are completed on time.
- Satisfactory - Completes reports with few required revisions, reports are usually on time.
- Needs Improvement - Reports incomplete and needs constant review to insure accuracy, some reports are late.
- Unsatisfactory - Reports and correspondence inaccurate and incomplete, reports are frequently late or not done.

## RATER'S OVERALL EVALUATION

- Outstanding: Performance surpasses job requirements, employee displays initiative and creativity enhancing departmental efficiency and/or effectiveness.
- Above Satisfactory: Performance surpasses job requirements.
- Satisfactory: Employee is performing as required.
- Needs Improvement: Performance does not fully meet requirements.
- Unsatisfactory: Performance is inadequate and must be corrected.



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**RATER'S COMMENTS:** (In what ways can or must the employee improve performance?)

If an employee is eligible for a merit increase, check the one of the following:

Granted       Deferred, re-evaluate in \_\_\_\_ months.

If an employee is eligible for permanent status, please check one of the following:

Granted       Denied       Extended for \_\_\_\_ months with employee's written permission (attached)

(Note: Probationary Period may not extend beyond one year)

This report is based on my observations, knowledge of employee's performance and review of applicable information. It represents my best judgment of the employee's performance.

**Rater's Signature:**

**Date:**

**Print Name:**

**Title:**

I have reviewed this report and discussed it with the Rater. It represents an accurate appraisal of the employee's performance in accordance with Administrative Order. I concur in the recommendation, if any, as to merit raise or permanent status.

**Reviewer's Signature:**

**Date:**

**Print Name:**

**Title:**

I acknowledge that I have received a copy of this evaluation. I have had an opportunity to discuss it with my supervisor. In signing this evaluation, I do not agree with the conclusions, I understand that I may write my comments below or on another sheet of paper.

**EMPLOYEE COMMENTS**

**Employee's Signature:**

**Date:**