

TOWN OF BOOTHBAY

Employee Name:

Evaluation Period:

Supervisor Name:

Date Completed:

Instructions: Rate the employee on the following scale:

D - Distinguished; E - Exceeds Expectations; M - Meets Expectations; NI - Needs Improvement; U - Unsatisfactory

COMPETENCIES	Rating	Comments
Customer Service – serves the Town's customers in a pleasant, professional and efficient manner; demonstrates customer service skills; is a good representative for the Town.		
Knowledge/Skills – possesses/employs the knowledge and skills required for the position, including technology; proactively pursues self-development to increase value to the Company; seeks out and acts on feedback.		
Quality - produces work that is complete, accurate and serves its purpose(s); errors are minimal and work does not need to be rechecked; adheres to Town policy and procedure.		
Productivity - accomplishes the maximum amount in a given period of time by staying organized, prioritizing, and exercising good time management; uses resources effectively and efficiently.		
Dependability/Flexibility/Reliability – consistently at work and on time; can be relied upon to meet expectations without close supervision; willing to work on short notice or at inconvenient times; meets deadlines.		
Judgment/Decision Making – gathers the facts, analyzes information, and makes good decisions that stand the test of time; demonstrates good judgment relative to job responsibilities.		
Communication – communicates clearly, effectively and enthusiastically with others; keeps people informed; employs the necessary verbal, written, and presentation skills required in the position.		
Teamwork/Cooperativeness – develops and nurtures strong interpersonal relationships on the job; treats others with respect; sees the big picture and promotes teamwork.		
Initiative/Positive Attitude – self-directed; demonstrates a can-do attitude and initiates activities without being asked to do so; seeks out new assignments and assumes additional responsibilities.		
Adaptability/Independent Action - responds positively to change; demonstrates the willingness to accept diverse assignments and changes in priorities; able to work without close supervision.		
Other Performance Criteria -		

Performance Summary:

Goals for the Next Review Period - 1) Tasks or Responsibilities; 2) Areas for Improvement; 3) Development Opportunities (Education, etc):

Supervisor's Signature

Date

Employee's Signature (attach comments if desired)

Date