



**Municipality of Monroeville**  
**Performance Evaluation**  
**FORM 3000**



Employees Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Employee Number #: \_\_\_\_\_

Reason for Review: ☐ Annual/Merit ☐ Middle of Probationary Period

☐ Promotion ☐ End of Probationary Period

☐ Other: \_\_\_\_\_

Date employee began present position: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date of last evaluation: \_\_\_\_/\_\_\_\_/\_\_\_\_

Scheduled appraisal date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Hire Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Yrs. Of Service: \_\_\_\_

Instructions: Carefully evaluate employee's work performance in relation to the essential functions of the job.

\*ALL 1.0 (Unsatisfactory) AND 5.0 (Outstanding) MUST BE JUSTIFIED.

Objectives: 1. To ensure continuing two-way communications between the individual and his/her immediate supervisor.

2. To help the individual improve his/her job knowledge, skills, and performance.

3. To provide a uniform rating system to assure all employees are related objectively.

4. To realistically appraise an individual's performance and progress as a basis for reaching equitable pay decisions.

**Performance Traits:** 1.0 - Below Standards/not progressing or UNSAT in any one standard. 2.0 - Does not meet all standards. 3.0 - Meets all standards. 4.0 - Exceeds most 3.0 standards. 5.0 - Meets overall criteria and most of the specific standard for 5.0 Standards.

General Factors	Unsatisfactory 1.0*	Short of Standard 2.0	Standard 3.0	Above Standard 4.0	Outstanding 5.0*
1. Quality – The extent to which an employee's work is accurate, thorough, and neat.	<input type="checkbox"/> Makes excessive mistakes due to carelessness.	<input type="checkbox"/> Mistakes are too frequent.	<input type="checkbox"/> Work is usually correct. Makes an occasional mistake.	<input type="checkbox"/> Performs work of high quality. Works can be depended upon.	<input type="checkbox"/> Work is of highest quality. Very accurate.
Comments:					
2. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.	<input type="checkbox"/> Produces far less than required.	<input type="checkbox"/> Produces less than required.	<input type="checkbox"/> Production is satisfactory.	<input type="checkbox"/> Produces more than required.	<input type="checkbox"/> Volume of work produced is outstanding.
Comments:					
3. Job Knowledge – The extent to which an employee possesses the practical/technical knowledge required on the job.	<input type="checkbox"/> Does not demonstrate knowledge to perform the job.	<input type="checkbox"/> Has less job knowledge than required. Knows routine only.	<input type="checkbox"/> Has adequate knowledge of the job.	<input type="checkbox"/> Has thorough all-around knowledge of the job.	<input type="checkbox"/> Has exceptional knowledge of all phases of the job.
Comments:					

General Factors	Unsatisfactory 1.0*	Short of Standard 2.0	Standard 3.0	Above Standard 4.0	Outstanding 5.0*
4. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.	<input type="checkbox"/> Demonstrates little interest in the job. Uncooperative and reluctant to follow instructions.	<input type="checkbox"/> Does not demonstrate sufficient interest and cooperation in the job.	<input type="checkbox"/> Demonstrates normal interest and cooperation in doing a good job.	<input type="checkbox"/> Demonstrates more than normal interest and cooperation in doing a good job.	<input type="checkbox"/> Exceptional attitude, cooperation and enthusiasm.
Comments:					
5. Attendance/Punctuality – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record. (Non-medically excused sick days should be considered)	<input type="checkbox"/> Excessive absenteeism and/or tardiness. Seldom notifies or resents questioning.	<input type="checkbox"/> Frequently absent or tardy. Sometimes fails to notify.	<input type="checkbox"/> Infrequently absent or tardy. Usually has good explanation.	<input type="checkbox"/> Rarely absent or tardy. Always has good reason and notifies promptly.	<input type="checkbox"/> Always on the job. Attendance and promptness outstanding.
Comments:					
6. Creativity – The extent to which an employer proposes ideas, finds new and better ways of doing things.	<input type="checkbox"/> Seldom develops new and better ways of doing things.	<input type="checkbox"/> Sometimes develops new and better ways of doing things.	<input type="checkbox"/> Occasionally develops new and better ways of doing things.	<input type="checkbox"/> Usually develops new and better ways of doing things.	<input type="checkbox"/> Always develops new and better ways of doing things.
Comments:					
7. Initiative – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.	<input type="checkbox"/> Lacks motivation and initiative. Requires constant supervision.	<input type="checkbox"/> Routine worker, occasionally shows motivation and initiative. Needs supervision.	<input type="checkbox"/> Requires normal supervision, shows expected amount of motivation and initiative.	<input type="checkbox"/> Takes initiative frequently, applies job knowledge effectively. Usually is self-motivated. Seldom requires constant supervision.	<input type="checkbox"/> Requires minimal supervision. Excellent ability to get the job done on own. Requires no supervision.
Comments:					
8. Adherence to Policy – The extent to which an employee follows departmental goals and objectives, safety and conduct rules, other regulations, and adheres to Municipal Policies.	<input type="checkbox"/> Seldom follows safety and conduct	<input type="checkbox"/> Infrequently follows safety and conduct rules and regulations.	<input type="checkbox"/> Normally follows safety and conduct rules and regulations.	<input type="checkbox"/> Follows safety and conduct rules and regulations.	<input type="checkbox"/> Consistently follows safety and conduct rules and regulations. Very safety minded.
Comments:					

General Factors	Unsatisfactory 1.0*	Short of Standard 2.0	Standard 3.0	Above Standard 4.0	Outstanding 5.0*
9. Interpersonal Relationships – The extent to which an employee is willing and demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or the general public.	<input type="checkbox"/> Regularly creates conflict. Unwilling to work with others. Puts self above department.	<input type="checkbox"/> Shows difficulty in working with other employees and the public. Demonstrates intolerance.	<input type="checkbox"/> Normally reinforces other's efforts. Meets commitments to department. Accepts departmental direction.	<input type="checkbox"/> Avoids conflict. Willing to work with others to resolve conflicts.	<input type="checkbox"/> Department builder. Inspires cooperation and progress. Focuses on goals and techniques for department.
Comments:					
10. Judgment – The extent to which an employee demonstrates proper judgment and decision-making skills when necessary.	<input type="checkbox"/> Seldom demonstrates proper judgment and/or decision-making skills.	<input type="checkbox"/> Rarely demonstrates proper judgment and/or decision-making skills.	<input type="checkbox"/> Normally demonstrates proper judgment and/or decision-making skills.	<input type="checkbox"/> Demonstrates proper judgment and/or decision-making skills.	<input type="checkbox"/> Consistently demonstrates proper judgment and/or decision-making skills.
Comments:					
<b>Over All Rating Summary</b>  <b>TOTAL POINTS _____ ÷ NUMBER OF FACTORS RATED _____ = _____</b>					

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Department Head Signature**

\_\_\_\_\_  
**Employee Signature**

**Discussed with employee on** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Employee Comments:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Follow-up requested with HR Director:** ☐ Yes ☐ No      **Follow-up Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_