

Town of Dryden Employee Performance Review Cover Page

Purpose: The purpose of annual performance reviews is to provide an opportunity for both the supervisor and the employee to discuss the past year. Supervisors should provide feedback and review agreed-upon goals with their direct-report employees throughout the year on a regular basis. This review is not a substitute for regular feedback. Rather, it is an opportunity to summarize the prior year's accomplishments and to discuss possible improvements and set goals for the upcoming year.

Timing: The Employee Review Form and review meetings shall be completed during the month of August and turned into the Human Resources Manager no later than September 1st each calendar year.

Instructions: The supervisor is responsible for setting up the review meeting. The supervisor shall ensure that the meeting is held in a private area and that the contents of the review and this form are treated as employee confidential information. The employee and the supervisor shall each complete this form prior to the review meeting. Both parties shall bring their completed forms to an in-person, one-on-one meeting. The supervisor shall make every effort to gather feedback data, in confidence, from co-workers, direct-reports (if applicable), and if possible from persons of the public that interact with that employee. The supervisor shall provide feedback to employee in a manner that maintains the confidentiality of the person providing the feedback. The Review Cover Page shall be completed and signed at the conclusion of the in-person meeting. The Review Form and Cover Page shall be made part of the employee's personnel record. All draft copies shall be shredded. The employee shall be provided, at their request, a copy of review documents.

Employee Name: _____ Job Title: _____

Supervisor Name: _____ Job Title: _____

Date of Review Meeting: _____ Outcome: Meets or Exceeds Expectations Needs Improvement

Employee Signature:* _____ Supervisor Signature: _____

Signature Date: _____ Signature Date: _____

*Signature does not indicate agreement with contents of review. It only serves to acknowledge that review occurred on the date indicated.

Town of Dryden Employee Performance Review Form

SECTION 1 – DIALOG:

Instructions: For each question, provide comments in the “Response” column. Use additional pages if necessary.

Question	Response
What goals did you set and meet for yourself in the past year?	
What are the job-related successes or achievements of the past year?	
What work responsibilities or planned goals were not accomplished this year and why? Include any challenges or obstacles that were contributing factors.	
What personal strengths helped contribute to success?	
What are areas of development, improvements, and personal work goals for next year?	

SECTION 2 EVALUATION CRITERIA:

Instructions: For each skill listed below place a check mark in either the “Meets Expectation” or the “Needs Improvement” column. For those needing improvement, add specific detail at the end of the table.

SKILL	MEETS EXPECTATION	NEEDS IMPROVEMENT
JOB KNOWLEDGE:		
<ul style="list-style-type: none"> • Demonstrates the knowledge and skills required to perform the job, including policies and procedures, technical and specialized knowledge/expertise and managerial/supervisory skills 		
<ul style="list-style-type: none"> • Understands and fulfills position duties and responsibilities 		
<ul style="list-style-type: none"> • Completes work accurately and in a timely manner 		
<ul style="list-style-type: none"> • Is current on professional/technical developments related to position 		
INCLUSIVENESS:		
<ul style="list-style-type: none"> • Shows respect for differences in backgrounds, lifestyles, viewpoints, and needs, with regard to ethnicity, gender and gender identity, sexual orientation, nationality, economic position, veteran status, and age 		
<ul style="list-style-type: none"> • Promotes cooperation and creates welcoming environment for all people 		
ADAPTABILITY:		
<ul style="list-style-type: none"> • Is flexible, open and receptive to new ideas and approaches 		
<ul style="list-style-type: none"> • Adapts to changing priorities, situations and demands 		
<ul style="list-style-type: none"> • Handles multiple tasks and priorities 		
SELF-DEVELOPMENT:		
<ul style="list-style-type: none"> • Takes advantage of opportunities for enhancing personal knowledge, skills, and abilities 		
<ul style="list-style-type: none"> • Anticipates and adapts to technological advances as needed 		
<ul style="list-style-type: none"> • Seeks opportunities for continuous learning 		
<ul style="list-style-type: none"> • Seeks and acts upon performance feedback 		
COMMUNICATION:		
<ul style="list-style-type: none"> • Express thoughts professionally and clearly, both orally and in writing 		
<ul style="list-style-type: none"> • Demonstrates effective listening skills 		
<ul style="list-style-type: none"> • Shares knowledge and information appropriately 		
<ul style="list-style-type: none"> • Asks questions and offers input for positive results 		

TEAMWORK:		
• Builds working relationships to solve problems and achieve common goals		
• Demonstrates sensitivity to the needs of others		
• Offers assistance, support, and feedback to co-workers, volunteers, and the public		
• Works effectively and cooperatively with others		
CUSTOMER SERVICE:		
• Is approachable and accessible to the public		
• Provides professional service in a timely manner		
• Strives to satisfy one's external and/or internal customers		
• Is diplomatic, courteous, and welcoming		
STEWARDSHIP:		
• Demonstrates accountability in all work responsibilities		
• Exercises sound and ethical judgment when acting on behalf of the Town		
• Exercises appropriate confidentiality in all aspects of work		
• Understands expectations and takes responsibility for own actions		
MOTIVATION:		
• Shows initiative, anticipates needs, and takes appropriate action		
• Demonstrates innovation and creativity – willing to try new things		
• Engages in problem-solving; suggests ways to improve services and efficiency		
• Strives to achieve individual, department, and Town goals		

For each item that is checked as “Needs Improvement”, provide detailed information on what specifically needs improving. Include examples of past performance if appropriate and detailed information about the desired improvement. Use additional pages if necessary.

SECTION 3 OVERALL PERFORMANCE:

Instructions: Place a check mark in the option that best represents the employee’s overall performance level for the year in review.

Achieves or exceeds expectations	
Needs improvement	