CITY OF ARLINGTON
EMPLOYEE PERFORMANCE APPRAISAL

EMPLOYEE NAME: _____ **LAWSON ID #:** _____

POSITION TITLE: _____ **JOB CODE:** _____

DEPARTMENT NAME: Arlington Police Department

EVALUATION PERIOD FROM: 01/01/2018 **TO:** 12/31/2018

TYPE OF PERFORMANCE REVIEW: ☑ **ANNUAL** ☐ **PROBATIONARY PERIOD** ☐ **STEP**

INSTRUCTIONS:

The objective of the performance report meeting is to discuss and evaluate performance for the past review period, noting accomplishments and areas needing improvement, identifying development issues and scheduling a planning session to set expectations for the upcoming year. Review the employee on each performance category by checking the box that best describes the employee's performance. If a category was not applicable during the review period, check "N/A". Check the applicable categories using the following definitions:

***(5) Outstanding** – Performance consistently far exceeds job requirements.*
***(4) Exceeds Expectations** – Performance consistently meets and frequently exceeds job requirements.*
***(3) Fully Achieved Expectations** – Performance fully meets job requirements.*
***(2) Needs Improvement** – Performance meets some, but not all, job requirements.*
***(1) Unsatisfactory** – Performance is below job requirements.*
***N/A** – Not applicable to the employee at this time.*

All comments should provide specific examples reflecting the employee's performance.

Return Form to HR when completed

Section 1 - Performance Goals:

Instructions: In this section, the manager and employee collaboratively define "What" the employee is going to accomplish on the job. List 2-4 major business performance goals for the employee including the specific target date for completion, and the results expected. Goals are required and do not have assigned weights. Goals should be tied to the Council Priorities and City's initiatives. If additional space is needed or want to add more goals, attach a separate piece of paper.

GOAL 1:

COMMENTS:

GOAL 2:

COMMENTS:

Section 1 - Performance Goals cont.:

Instructions: In this section, the manager and employee collaboratively define "What" the employee is going to accomplish on the job. List 2-4 major business performance goals for the employee including the specific target date for completion, and the results expected. Goals are required and do not have assigned weights. Goals should be tied to the Council Priorities and City's initiatives. If additional space is needed or want to add more goals, attach a separate piece of paper.

GOAL 3:

COMMENTS:

GOAL 4:

COMMENTS:

Section 2 – Competencies & Overall Employee Rating:

Competencies can be chosen from the Competency Definitions List on the HR Portal. (http://coaportal/Departments/HR/HR_Documents/2015%20Competency%20Definitions.pdf)

When identifying the competencies associated with the position, it is not necessary to use all the competencies. Every individual must have a minimum of four competencies. Each competency must have a minimum weight of 10% and be increased in increments of 5%. The reviewer can assign the weights and ratings as appropriate. All weights should equal 100%.

Instructions: Choose the competency and assign the rating and weight. You can move from one box to the other by using the Tab or Enter keys. The total score and rating will automatically calculate. From the drop down box select the overall rating. The weights must equal 100%. Comments for each competency can be written page 6.

Competency	Numerical Rating	Numerical Weight	Calculated Score
Accountability	0.00	15.00 %	0.00
Budget	0.00	0.00 %	0.00
Communication	0.00	0.00 %	0.00
Customer Focus	0.00	15.00 %	0.00
Dependability	0.00	0.00 %	0.00
Initiative	0.00	0.00 %	0.00
Interpersonal Skills	0.00	15.00 %	0.00
Job Knowledge	0.00	25.00 %	0.00
Leadership	0.00	0.00 %	0.00
Planning	0.00	0.00 %	0.00
Productivity	0.00	10.00 %	0.00
Quality of Work	0.00	10.00 %	0.00
Safety	0.00	0.00 %	0.00
Teamwork	0.00	10.00 %	0.00
	Total & Overall Score	100.00 %	0.00

Numerical weights should equal 100%

Please Select Overall Rating Description

(5) Outstanding – Performance consistently far exceeds job requirements.
(4) Exceeds Expectations – Performance consistently meets and frequently exceeds job requirements.
(3) Fully Achieved Expectations – Performance fully meets job requirements.
(2) Needs Improvement – Performance meets some, but not all, job requirements.
(1) Unsatisfactory – Performance is below job requirements.
N/A – Not Applicable to the employee at this time.

Section 3 - Comments for Competencies:

Please write your comments below. If additional space is needed please attach a separate sheet of paper.

COMPETENCY: Please select one

COMMENTS:

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COMMENTS:

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COMMENTS:

Section 4 – Developmental Needs:

Instructions: List specific training and development recommended to help the employee improve effectiveness, performance and growth.

Section 5 – Employee Comments:

Instructions: Add information that you believe is pertinent to this Performance Review. If additional space is needed please attach a separate sheet of paper.

Section 6 – Signatures:

Employee: **Date:**

Supervisor(s): **Date:**

2nd Level Supervisor(s): **Date:**

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