

TRAVIS COUNTY EMERGENCY SERVICES DISTRICT No. 1
18300 Park Dr.
Jonestown, Tx. 78645
(512) 267-3586



EMPLOYEE PERFORMANCE APPRAISAL

Please Print

Employee Name: _____

Position/Title: _____

Company - Shift: _____

Employee No.: _____

Date Employee Began In Present Position: _____

Date of Last Appraisal: _____

Today's Date: _____

Review Type:	
Annual	<input type="checkbox"/>
Promotion	<input type="checkbox"/>
Probationary	<input type="checkbox"/>
Stipend	<input type="checkbox"/>

INSTRUCTIONS: Carefully evaluate the employee's work performance in relation to the functions of the job. Check the rating box to indicate the employee's performance on a scale of 1 - 100. Indicate "N/A" if not applicable. Assign points for each rating within the scale and write that number in the corresponding points box. Points will be totaled and averaged for an overall performance rating.

DEFINITIONS

O - [90 - 100] Outstanding: Performance is exceptional in ALL areas and is recognizable as being FAR superior to others.

I - [60 - 69] Improvement Needed: Performance is deficient in certain areas. Improvement is necessary.

V - [80 - 89] Very Good: Results clearly exceed most position requirements. Performance is of high quality and is achieved on a consistent basis.

U - [< 60] Unsatisfactory: Results are generally unacceptable and require immediate improvement. No merit upgrades are granted to individuals with this rating.

G - [70 - 79] Good: Competent and dependable level of performance. Meet performance standards for the job.

N/A - Not Applicable -OR- too soon to rate

WORK FACTORS	RATING	COMMENTS
<p>1 QUALITY</p> <p>The extent to which this employee's work is accurate, neat, and thorough.</p> <div style="text-align: center; border: 1px solid black; width: 80px; height: 40px; margin: 10px auto;"> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/></p> <p>I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>2 PRODUCTIVITY</p> <p>The extent to which this employee produces a significant volume of work in a specified period of time.</p> <div style="text-align: center; border: 1px solid black; width: 80px; height: 40px; margin: 10px auto;"> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/></p> <p>I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		

PERFORMANCE REVIEW cont.

Employee Last Name: _____

Date: _____

WORK FACTORS	RATING	COMMENTS
<p>3 RELIABILITY The extent to which this employee can be relied upon to consistently complete assigned tasks.</p> <p align="center"><input type="text"/> Points</p> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>4 ATTENDANCE The extent to which this employee is punctual for work; observes work, break, and meal periods; and, has an overall acceptable attendance record.</p> <p align="center"><input type="text"/> Points</p> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>5 JOB KNOWLEDGE The extent to which this employee possesses the practical and technical knowledge required for their position.</p> <p align="center"><input type="text"/> Points</p> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>6 INDEPENDENCE The extent to which this employee performs work with little or no supervision.</p> <p align="center"><input type="text"/> Points</p> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>7 CREATIVITY The extent to which this employee proposes new ideas; finds new and better ways to do tasks or jobs.</p> <p align="center"><input type="text"/> Points</p> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		

PERFORMANCE REVIEW cont.

Employee Last Name: _____

Date: _____

WORK FACTORS	RATING	COMMENTS
<p>8 INITIATIVE The extent to which this employee seeks out assignments and accepts additional duties when necessary.</p> <div style="text-align: center; margin: 10px 0;"> <input style="width: 60px; height: 30px; border: 1px solid black;" type="text"/> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>9 ADHERENCE TO POLICY The extent to which this employee follows safety and conduct rules; regulations; guidelines; and, District Policies.</p> <div style="text-align: center; margin: 10px 0;"> <input style="width: 60px; height: 30px; border: 1px solid black;" type="text"/> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>10 INTERPERSONAL RELATIONSHIPS The extent to which this employee is willing and demonstrates the ability to cooperate and work with others.</p> <div style="text-align: center; margin: 10px 0;"> <input style="width: 60px; height: 30px; border: 1px solid black;" type="text"/> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		
<p>11 JUDGEMENT The extent to which this employee demonstrates proper judgement and decision making skills.</p> <div style="text-align: center; margin: 10px 0;"> <input style="width: 60px; height: 30px; border: 1px solid black;" type="text"/> Points </div> <p>O - <input type="checkbox"/> V - <input type="checkbox"/> G - <input type="checkbox"/> I - <input type="checkbox"/> U - <input type="checkbox"/> NA - <input type="checkbox"/></p>		

_____ Total Number of Points	\div	_____ No. of Factors Rated	$=$	<input style="width: 60px; height: 30px; border: 1px solid black;" type="text"/>	Overall Performance Rating
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- | | |
|--|---|
| <input type="checkbox"/> OUTSTANDING
<input type="checkbox"/> VERY GOOD
<input type="checkbox"/> GOOD | <input type="checkbox"/> NEEDS IMPROVEMENT
<input type="checkbox"/> UNSATISFACTORY |
|--|---|

Complete the following:

1. What new accomplishments or abilities have been demonstrated since the last appraisal?

2. Detail specific areas needing improvement.

3. List recommendations for professional development.

4. Any additional comments from supervisor.

EMPLOYEE COMMENTS

Date Discussed with Employee: _____

Employee Signature: _____

Follow-up Requested/Desired:	<input type="checkbox"/>	Yes	_____
	<input type="checkbox"/>	No / Not Required	

DATE

Supervisor Printed Name

Department Head Signature

Supervisor Signature

ADDITIONAL COMMENTS
