



## Performance Appraisal Supervisory/Professional Employees

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Department:** \_\_\_\_\_

**Division:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_ **Payroll Acct #:** \_\_\_\_\_  
(ex. 101-1400-411.01-10)

**Appraisal Period Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

One of the most challenging areas in any manager/employee relationship centers on discussing an employee's performance, whether it be coaching, counseling, reinforcing positive actions, or discussing career goals.

Feedback on performance is necessary to reflect actual performance in comparison to expectations. Additionally, it speaks to the employee's role in meeting the challenges of the City's mission. This form exists to assist in providing continuous and systematic feedback as a basis for enhanced employee development and contributions to City goals. As a reminder, performance issues are addressed as they arise, these discussions are not postponed to the annual performance appraisal.

The flow chart below outlines the steps in the City of San Angelo's 30-day performance appraisal process:



As you complete each item below, select the corresponding number to your performance rating. The rating definitions listed below are prescribed throughout this form.

Number Rating	Description	Definition
N/A	Not Applicable	This area of the evaluation is not applicable to the employee being appraised.
1	Below Expectations	Consistently fails to meet expectations related to performance quality, efficiency, and output; significant additional experience and development is necessary.
2	Improvement Needed	Inconsistently demonstrates solid performance; does not consistently meet expectations related to performance quality, efficiency, and output.
3	Meets Expectations	Consistently demonstrates solid performance and meets expectations related to performance quality, efficiency, and output.
4	Exceeds Expectations	Consistently demonstrates a higher level of performance; performance quality, efficiency, and output are routinely greater than the defined expectations.
5	Outstanding/Leader	Consistently demonstrates the highest level of performance; work and behavior serve as an example to others; consistently excels beyond expectations related to performance quality, efficiency, and output; routinely demonstrates an ability to excel in a large variety of assignments.



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**Understanding (Job Knowledge, Competence, and Expertise):** The demonstration of the employee in meeting the purpose of the position, understanding the job duties, and meeting the quality standards for work performance.

	n/a	1	2	3	4	5
1. Possesses, demonstrates, and maintains skills and knowledge to perform job competently.						
2. Produces quality work with accuracy and thoroughness.						
3. Ensures that one's own work and responsibilities are complete and accurate within established timelines. Inspires, motivates, and guides others toward organizational, departmental, and work team goals.						
4. Exhibits ability to learn and apply new skills effectively.						
5. Requires minimal supervision to perform work.						
6. Demonstrates flexibility and adaptability to changing work environment.						
7. Understands the position's purpose and provides value to the work.						
8. Meets performance goals and demonstrates accountability for results (employee knows the job, how well they need to perform it, and provides any necessary documentation of work completion and quality).						
9. Coaches employees in the understanding of their jobs, performance quality, and how to increase their competency areas, and quality level.						
10. Effectively uses resources in the execution of the duties and responsibilities of the position.						
<b>Overall Rating</b>						

**Comments:**

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