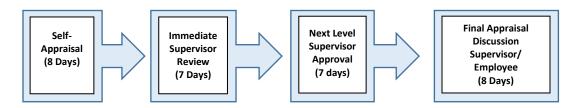


Employee Name:	Employee Number:
Job Title:	Department: <u>Fire Department</u>
Division:	Date:
Supervisor:	Payroll Acct #:
	(ex. 101-1400-411.01-10)
Appraisal Period Start Date:	End Date:

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.

Employee's Initials	Supervisor's Initials	Performance Appraisal/Managerial-Executive	Page 1	Ĺ
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Initiative/Service Delivery: Examines the employee's work habits in relation to self-initiated activity, time management and productivity.

n/a 1 2 3 4 5

1. Employee initiates their duties without being directed and completes work with little or no oversight.				
2. Responds expediently to assigned calls				
3. Volunteers and/or accepts primary/additional assignments eagerly				
4. Attends outside training courses /seminars (If offered or needed)				
5. Attends internal training courses				
Overall Rat	ting			
Comments:				



Reports/Written Work: Examines employee's ability to complete documents in a professional and timely manner.

	n/a	1	2	3	4	5
1. Demonstrates the ability to prepare/review documents/reports that are factual,						
clear, concise, grammatically correct, and absent of spelling errors						
2. Completes accident/incident reports in a timely manner, done correctly using on-						
line forms, when applicable and presented/ communicated to the proper personnel						
3. Ensures run reports are done in timely manner and ready for review by the						
appropriate personnel						
Overall Ratin	g					
Comments:						
comments.						



Interaction and Interpersonal Skills: Builds and maintains effective/ cooperative relationships; Understands and contributes towards team goals; Demonstrates a respectful, helpful and willing attitude and work towards resolving and issues and/or conflict.

	n/2	1	2	2	А	_
	II/a			5	4	<u> </u>
1. Maintains a professional demeanor while serving internal/ external customers						
2. Displays a positive attitude and respect for fellow employees, supervisors and						
citizens, values input						
3. Displays poised and confident presence, demonstrates receptiveness and empathy						
toward internal/external customers						
4. Demonstrates and maintains good attitude toward fire department goals						
5. Works actively to resolve conflicts						
Overall Rating						

Comments:		



Equipment Use/ and Daily Forms: Examines employee's ability to care for and utilize all equipment applicable to his or her assignment.

			n/a	L	2	3	4	5
1. Checks SCBA and documents daily								
2. Checks and documents ambulance drug forms and check	c-off forms when a	pplicable						
3. Conducts daily apparatus and equipment inspections as	per department p	olicies						
	Ove	rall Rating						
Comments:								



Appearance/ Grooming: Examines the employee's care and attention to personal appearance, hygiene, and fitness.

n/a 1 2 3 4

1. Maintains a clean, well-groomed, professional appearance				
2. Complies with department standards related to uniform and appearance				
3. Performs physical training program as per SOG (1 hour per/shift)				
Overall Ratir	ng			
Comments:				



Dependability/Work Habits: Examines the employee's reliability and accountability.

			n/a	1	2	3	4	5
1. Makes proper notification when use	e of leave is necessary (i	e., sick leave)						
2. Performs work while on duty and do	oesn't neglect duty							
3. Takes responsibility for errors and s	eeks methods to reduce	errors in the future						
4. Checks apparatus/equipment imme	diately and make ready	for response first thing						
in the morning								
5. Prepares for duty, to include appropriate the second se	oriate attire							
6. Completes training assignments wit	hin allotted/required ti	me						
		Overall Rating						
Comments:								



Safety/Firefighter safety: Examines the employee's ability to maintain a safe working environment during both routine and hazardous situations.

			III/ G	_	_		
1. Follows safety guidelines and u	tilizes proper tactics						
2. Follows SAFD approved proced	ures, protocols and prop	er use of radios					
3. Reports all accidents, injuries a							
•	•	Overall Rating					
Comments:							



Professional Goals: Goals can change periodically throughout the year – especially when employees change positions. Supervisors and employees should list and discuss goals and target dates throughout the year. Goals need to be SMART: Specific, Measurable, Achievable, Relevant, and Time-bound. Next year's performance assessment should include whether or not these goals and expectations were met.

Description		Target Completion Date						
1.								
.								
mmary of Category R	atings							
			n/a	1	2	3	4	5
. Initiative/Service De	elivery							
. Reports/Written Wo	ork							
. Interaction and Inte	rpersonal Skills							
. Equipment Use/ and	d Daily Forms							
. Appearance/ Groon	ning							
. Dependability/Worl	k Habits							П
. Safety/Firefighter sa	afety							
	(Overall Performance Rating (OPR)*						Г
ipervisor's Overall Co	mments for this Appraisal:							
								_
								_



Employee completes this section: Has this performance appraisal been explained to you? Yes \Box or No \Box **Employee Comments:** The contents of this appraisal have been reviewed and discussed with me by the appraiser and I am aware of my overall rating. Employee's Signature Date I have reviewed the contents of the assessment and have discussed it with the employee. Appraiser's Signature Date Next Level Supervisor Signature Date **Chief Signature** Date

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Employee's Initials ______ Supervisor's Initials _____