



Performance Appraisal Fire Department Civil Service Non-Supervisory Employees

Employee Name: _____ **Employee Number:** _____

Job Title: _____ **Department:** Fire Department

Division: _____ **Date:** _____

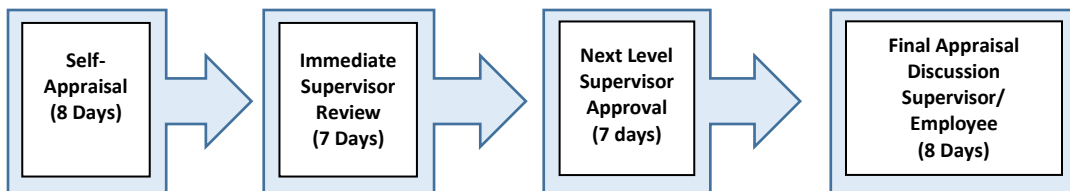
Supervisor: _____ **Payroll Acct #:** _____
(ex. 101-1400-411.01-10)

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

	n/a	1	2	3	4	5
1. Checks SCBA and documents daily						
2. Checks and documents ambulance drug forms and check-off forms when applicable						
3. Conducts daily apparatus and equipment inspections as per department policies						
Overall Rating						

Comments:



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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.	
2.	
3.	
4.	

Summary of Category Ratings

	n/a	1	2	3	4	5
1. Initiative/Service Delivery						
2. Reports/Written Work						
3. Interaction and Interpersonal Skills						
4. Equipment Use/ and Daily Forms						
5. Appearance/ Grooming						
6. Dependability/Work Habits						
7. Safety/Firefighter safety						
Overall Performance Rating (OPR)*						

* If OPR is 1 or 2 then a Performance Improvement Plan (PIP) must be established and discussed on a Separate Form.

Supervisor’s Overall Comments for this Appraisal:
