



Performance Appraisal Fire Department Civil Service Supervisory Employees

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

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

Division: _____ **Date:** _____

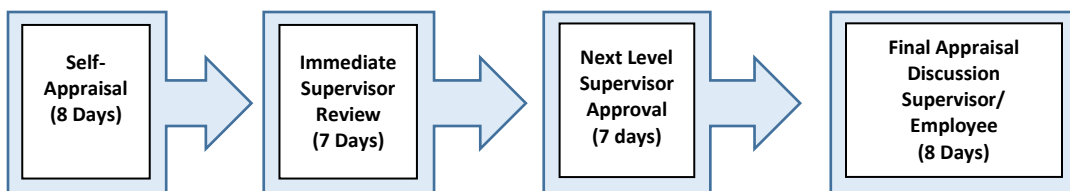
Supervisor: _____ **Payroll Acct #:** _____
(ex. 101-1400-411.01-10)

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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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. Ensures expedient response of assigned units to calls for service						
3. Volunteers and/or accepts primary/additional assignments eagerly						
4. Attends outside training courses /seminars (if offered or needed)						
5. Instructs/attends internal training courses/seminars						
6. Mentors subordinates in critical areas: higher-class, technical competencies, report writing, etc.						
Overall Rating						

Comments:



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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. Ensures accident/incident reports are prepared/reviewed in a timely manner, done correctly utilizing on-line forms, when applicable, and presented/communicated to the proper personnel						
3. Reviews/clears run reports (Fire/EMS) in a prompt/efficient manner, to include follow-up on subsequent duty days						
4. Mentors subordinates, regarding reports/written work						
Overall Rating						

Comments:



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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, and ensures assigned personnel do likewise						
2. Ensures ambulance drug forms are completed and up-to-date each shift, and checks off forms when applicable						
3. Ensures daily apparatus and equipment inspections are completed, as per department policies						
4. Ensures self and assigned personnel maintain proficiencies related to relevant apparatus/equipment						
Overall Rating						

Comments:



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

	n/a	1	2	3	4	5
1. Maintains a clean, well-groomed, professional appearance						
2. Complies with department standards related to uniform and appearance						
3. Ensures compliance with department standards related to uniform and appearance						
4. Performs physical training program as per SOG (1 hour per/shift) and ensures assigned personnel do likewise						
Overall Rating						

Comments:



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

	n/a	1	2	3	4	5
1. Makes proper notification when use of leave is necessary (i.e., sick leave)						
2. Performs work while on duty and doesn’t neglect duty						
3. Takes responsibility for errors and seeks methods to reduce errors in the future						
4. Gives/receives off-going/on-coming reports to appropriate personnel, and ensures subordinates do likewise						
5. Checks apparatus/equipment immediately, and ensures subordinates do likewise						
6. Prepares for duty, to include appropriate attire, and ensures subordinates do likewise						
7. Completes training assignments within allotted time, and ensures subordinates likewise						
8. Ensures required training hours are completed each month as per the Fire Dept. requirements						
Overall Rating						

Comments:



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

	n/a	1	2	3	4	5
1. Follows safety guidelines, utilizing proper tactics, and ensures subordinates do likewise						
2. Follows SAFD approved procedures, protocols and proper use of radios, and ensures subordinates do likewise						
3. Reports all accidents, injuries and incidents to supervisor and/or appropriate personnel in a timely manner						
4. Mentors subordinates, relating to all aspects of safety						
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:
