



City of Gardena

Employee Performance Review

Employee:	Date of Hire:	Years of Service:
Department:	Position Title:	
Division:	Date Appointed:	Years in Position:
Supervisor:	Period of Review: From:	To:

TYPE OF REVIEW:

- ☐ Probationary Review in New Position
- ☐ Annual Review
- ☐ Follow-up Review – Previous Review Date(s):
- ☐ Other:

FOLLOW-UP ACTION REQUIRED:

DUE DATE

- ☐ Follow-up Review Required: _____
- ☐ Corrective Action Plan to be Completed: _____
- ☐ Professional Development Plan to be Completed: _____
- ☐ Special Review to be Completed: _____
- ☐ Regular Annual Review to be Completed: _____
- ☐ Other: _____

GENERAL REVIEW INSTRUCTIONS

Consider only performance during the period covered by the Review. Complete factor-by-factor by placing a check mark in the space before the statement that most nearly indicates your judgment on each factor. More than one statement may be checked in each category. The spaces provided for comments should be used to supplement, qualify or replace the checking of a statement on any one or all of the factors. The section for "Attendance" comments should be used to explain any unusual circumstances involved in absenteeism or tardiness. It is suggested that the employee and supervisor complete this form independently before meeting for the Review. Discuss each factor of the Performance Review with the employee and compare his/her comments, if any, with your own. When completed, have the employee sign and date the Review in the spaces provided.

1. JOB KNOWLEDGE *(level of understanding of requirements of the job)*

- ☐ Has exceptional job knowledge, experience, and ability
- ☐ Thorough knowledge of the job; requires minimum supervision
- ☐ Adequate job knowledge and experience to perform own work
- ☐ Has acquired limited knowledge of the job
- ☐ Inadequate knowledge for performance of job

Comments:

2. QUALITY OF WORK *(accuracy, neatness, and thoroughness of work)*

- ☐ Exceptional worker
- ☐ Seldom makes errors; does good work
- ☐ Generally reliable; few errors
- ☐ Usually acceptable work; must be checked frequently
- ☐ Careless; makes excessive mistakes

Comments:

3. INITIATIVE: *(independent effort to handle responsibilities, direct own activities)*

- ☐ Unusually resourceful; does more than is expected
- ☐ Self-starter; offers suggestions for improving services and efficiency
- ☐ Does what is expected; but requires some supervision in completing tasks
- ☐ Requires help to overcome normal working problems
- ☐ Requires continuous supervision; does only what is required

Comments:

4. DEPENDABILITY *(follows instructions; performs work on time, completes follow-through)*

- ☐ Carries out tasks in spite of difficulties – Reliable
- ☐ Requires little follow-up – Dependable
- ☐ Requires normal supervision - Responsible
- ☐ Requires reminding – Inconsistent
- ☐ Needs frequent reminding and instruction - Undependable

Comments:

5. JUDGMENT *(uses logic in arriving at conclusions)*

- ☐ Logic and thinking are very sound – Excellent Judgment
- ☐ Makes sound decisions – Good Judgment
- ☐ Jumps to conclusions – Limited Judgment
- ☐ Decisions require close supervision – Poor Judgment
- ☐ Unable to exercise proper judgment – Substandard Judgment

Comments:

6. ATTITUDE *(toward job, community, co-workers and City)*

- ☐ Enthusiastic about work, optimistic about outcomes, encouraging in contact with others
- ☐ Positive attitude, invites suggestions, supportive of others
- ☐ Even-tempered, receptive to suggestions, compliant
- ☐ Resents constructive criticism; indifferent to work-environment and co-workers
- ☐ Disinterested, negative, can be confrontive

Comments:

7. COOPERATIVENESS *(ability to work and collaborate with others)*

- ☐ Goes out of the way to initiate assistance and cooperate with others
- ☐ Avoids friction by tact and consideration for others
- ☐ Usually is a good team player in any cooperative effort
- ☐ Has difficulty working with others in a cooperative effort
- ☐ Does not willingly offer or receive assistance

Comments:

8. VERSATILITY *(ability to handle more than one job and adjust to changes)*

- ☐ Extremely versatile; learns new tasks with minimum effort
- ☐ Can perform several types of work; grasps new ideas
- ☐ Adapts self to new work with moderate supervision
- ☐ Learns new jobs fairly well, but needs detailed instructions
- ☐ Has difficulty adjusting to change

Comments:

9. EMOTIONAL STABILITY (*reaction to changing demands and stressful circumstances*)

- ☐ Adjusts and handles demanding circumstances with ease and certainty
- ☐ Even-tempered, flexible, copes well in most situations
- ☐ Gets excited easily, difficulty adjusting to change, needs support
- ☐ Unsure of self, difficulty adjusting to change, indecisive
- ☐ Ineffective in dealing with pressure, withdraws or strikes out when confronted or feels pressured

Comments:

10. PUBLIC RELATIONS (*courtesy and consideration in dealing with public*)

- ☐ Proactive, conscientious, courteous interpersonal skills in dealing with public
- ☐ Provides assistance to public in positive and helpful manner
- ☐ Generally courteous and helpful as required
- ☐ Detached, avoids contact whenever possible, frequently needs to be corrected
- ☐ Rude and disrespectful, avoids contact with public

Comments:

11. SUPERVISORY AND LEADERSHIP ABILITY (*if applicable*)

- ☐ Respected leader, often sought
- ☐ Accepts responsibility
- ☐ Decisions are usually sound
- ☐ Avoids making decisions
- ☐ Will not assert authority, is not sought out by co-workers

Comments:

12. APPEARANCE (*overall appearance and appropriateness to work environment*)

- ☐ Takes genuine pride in appearance, sets an example for others
- ☐ Presents a favorable appearance
- ☐ Well groomed
- ☐ Often neglectful of appearance, inappropriately dressed for work environment
- ☐ Usually unkempt, slovenly or careless,

Comments:

13. ATTENDANCE (*punctuality/regularity of attendance; health, vitality and energy*)

Complete the questions below based on the same "Period of Review" dates noted in first section of this form.

	<u>Sick</u>	<u>Tardiness</u>	<u>Total Vacation/FH/Management/Compensatory/Other</u>
None/Never	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1-5 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5-10 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10-15 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 15 Days	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Current Leave Balances as of (date):

_____ Sick _____ Vacation _____ Floating Holiday _____ Management _____ Compensatory/Other

Comments:

14. OVERALL PERFORMANCE

#	Performance Strengths <i>(list characteristics)</i>	Performance Limitations <i>(list characteristics)</i>
1.		
2.		
3		
4		
5.		

Comments: *(Performance Limitations must be substantiated with specific examples):*

Considering this employee in his/her position, this individual's performance is (*select one*):

- ☐ OUTSTANDING
- ☐ ABOVE AVERAGE
- ☐ SATISFACTORY
- ☐ NEEDS IMPROVEMENT
- ☐ UNSATISFACTORY

Comments: *(All ratings other than "Satisfactory" must be substantiated with specific examples):*

PERFORMANCE REVIEW COMPLETED BY:

Signature: _____ Date:

Title:

EMPLOYEE COMMENTS *(use additional space as needed):*

Employee Signature:

Date:

DEPARTMENT HEAD COMMENTS *(use additional space as needed):*

Department Head Signature:

Date:

PERSONNEL OFFICER COMMENTS *(if applicable – use additional space as needed):*

Personnel Officer Signature:

Date:



City of Gardena

Annual Statement of Goals and Objectives

SUBMITTED TO:

FROM:

DATE:

I. GOALS FOR CURRENT FISCAL YEAR

- 1)
- 2)
- 3)
- 4)
- 5)

II. GOALS FOR NEXT FISCAL YEAR

- 1)
- 2)
- 3)
- 4)
- 5)