

TOWN OF ABITA SPRINGS

EMPLOYEE PERFORMANCE REVIEW

Information about Me

Name		Title		
Department		Job Title	Current salary	
Person you report to		Date of yearly review	Increase % New salary Effective date	

Objectives and Results Achieved

- Employee: Update your objectives and enter accomplishments for the yearly review
- Manager: complete rating

Objectives that support your job	Date to complete	Manager rating (see ratings below)
1. Job Knowledge: Accomplishments		
2. Work Quality: Accomplishments		
3. Initiative: Accomplishments		
4. Communication: Accomplishments		
5. Teamwork: Accomplishments		
6. Dependability: Accomplishments		
7. Special Projects:		

FOR MANAGERS WHO SUPERVISE OTHERS: Objectives that support the individual development of another employee	Date to complete	Manager rating (see rating below)
1. Accomplishments		
2. Accomplishments		

TOWN OF ABITA SPRINGS

EMPLOYEE PERFORMANCE REVIEW

MANAGER COMPLETES

Performance Level/Ratings

4 Exceptional Performance

The employee achieved results that far exceeded expectations and requirements of the job. The employee's performance was always of exceptional quality. This rating is reserved for employees who have exhibited exceptional performance while meeting challenging demands.

3 Significant Performance

The employee achieved results that consistently met or occasionally exceeded expectations and planned objectives. This rating describes employees who successfully do their jobs and meet high performance standards. (Note: This rating should also be used for employees who are new in their jobs and who are progressing as expected.)

2 Some Improvement Required

Improvement is required as the employee's performance was varied, and his or her ability to meet expectations and accomplish planned objectives was inconsistent. This rating should be used for employees who achieved results but did so by demonstrating behaviors that are not consistent with Town standards. Employees in this rating category should be placed on a Performance Improvement Plan to improve performance.

1 Unacceptable Performance

The employee's performance was unacceptable and needs immediate improvement. Expected results were not attained and planned objectives were not achieved. This rating also pertains to employees who achieved results but did so in a manner that is clearly in violation of the Town's standards. An employee in this category should be on a Performance Improvement Plan, and must meet the objectives of the plan to remain in current position. In some cases, termination without going through a Performance Improvement Plan may be appropriate.

Overall Performance Level Rating:

Manager Summary Comments

Provide detailed comments regarding employee's achievement of performance objectives, and overall performance for the year.

Employee's Signature: _____ Manager's Signature: _____ Date: _____

Mayor Approval: _____ Date: _____