

- New Hire Probationary Evaluation - *Six (6) Month Evaluation*
- Annual Evaluation
- Promotion & Transfer
- Conditional Evaluation
- Conditional Re-Evaluation - *Completed 6 months after a conditional evaluation!*



## City of Kings Mountain EMPLOYEE EVALUATION

Name:	Position:
Department:	Date:
Evaluator:	Title:

The primary purpose of using an evaluation system is to provide a format for open and honest dialogue between the employee and their managing supervisor. This dialogue should also be used to review past goals and achievements, to establish new goals, and to develop methods of training and/or opportunities for future development of the employee and their career path. Essentially, the evaluation system is designed to encourage job performance improvement, professional growth, and to increase the effectiveness with which the employee may carry out their work.

### Procedures:

1. A new “probationary” employee will receive an evaluation at the end of the employee’s six (6) month probationary period. An employee who transfers from one position to another will also receive a probationary evaluation at the end of a six (6) month probationary period. Employees retained after the probationary period are to be evaluated on an annual basis, unless performance or conduct concerns warrant more frequent review.
2. When an employee’s annual evaluation includes more than one “needs improvement” or one “unsatisfactory” rating and the employee is not recommended for dismissal at that time, corrective action improvements will be defined in the comments section and the employee should be placed on probation pending a “conditional” re-evaluation in six (6) months. A “conditional re-evaluation” should be conducted to assess compliance with the improvements set-forth in the conditional evaluation.
3. Being placed on probation pending a “conditional” re-evaluation means that the employee’s job is in jeopardy and that significant and sustained improvement must be demonstrated for continued employment.
4. Any rating other than “Meets Standard” requires either an Example or Comment of explanation.
5. All evaluations are to be signed by both the evaluator and the employee. A copy will be placed in the employee’s personnel file and a copy will be provided to the employee.
- 6. A copy of this form should be provided to the employee at least 2 weeks in advance of their evaluation for preparation and self-evaluation.**

### Instructions:

Based on the evidence from observations and discussion, the evaluator is to rate the employee’s performance with respect to the nine functions listed below. **Any rating other than “Meets Standard”** requires either an example as to how the employee Exceeds Standard, an explanation as to why they Need Improvement or a plan agreed upon by the evaluator and the employee as to what needs to be done to make their work Satisfactory. These comments should, of course, be explained in the **Comments Below** section.

### Goals:

Every employee must have at least one goal. Depending upon the complexity of the goal, it may be feasible for the employee to have more than one Goal. Goals should be **S.M.A.R.T.:**

- SPECIFIC** – To the employee’s job, able to be defined for their growth and benefit to the department
- MEASURABLE** – The goal should be able to be objectively measured
- ATTAINABLE** - Able to be accomplished within the timeframe
- REALISTIC/RELEVANT** - Meaningful and valuable for the employee and the department
- TIMEFRAME** - Must have a specific time frame for accomplishment

<b>QUANTITY OF WORK</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Amount of work individual does in a workday and timeliness of completing work	Does more than is required, work is consistently completed ahead of scheduled deadline	Consistently produces satisfactory volume of work and consistently meets deadlines	Inconsistently produces satisfactory volume of work and inconsistently meets deadlines	Does not meet minimum requirements within a reasonable length of time
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>QUALITY OF WORK</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Accuracy, completeness, correctness of work	Produces superior quality, precise, and dependable work	Consistently produces accurate, complete, and correct work	Inconsistently produces accurate, complete, and correct work	Makes many errors, must be constantly checked, and often needs to redo work
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>KNOWLEDGE OF WORK</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Possesses knowledge and skills needed for satisfactory performance	Understands <u>all</u> phases of work assignments; requires limited to no supervision	Sufficient knowledge of work; satisfies job requirements; requires minimal instruction, guidance and supervision	Insufficient knowledge of work; requires much instruction, guidance and supervision	Little knowledge of work
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>INITIATIVE</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Desire to attain goals and to achieve results. Offers alternatives to the norm in a positive, respectful and meaningful manner	Strives hard to achieve results; develops new and better ways to achieve outcomes	Puts forth adequate effort and usually achieves desired results; has self-confidence; utilizes time wisely	Puts forth little effort; slow to achieve results; lacks self-confidence; does not always utilize time wisely	Needs constant urging; puts forth practically no effort; does not utilize time wisely
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>DEPENDABILITY</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Follows through on assigned tasks with minimum supervision	Completes assignments accurately, on time, and with little supervision	Consistently follows through on assignments in a timely manner and with limited supervision	Not consistently reliable in completing assignments; requires frequent supervision	Requires close supervision; seldom completes assignments on time
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>ATTENDANCE</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Comes to work on time and works scheduled hours. Willing to work overtime when needed.	Always present, always on time; completes all work hours	Consistently present, on time, and completes work hours	Inconsistent punctuality, attendance, and/or conforming to work hours	Lax in attendance, reports to work late and/or does not complete work hours
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>RELATIONSHIP WITH OTHERS</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
How employee gets along with others. Management, coworkers, citizens, customers	Excellent in treating others in a positive, courteous, and professional manner	Consistently treats others in a positive, courteous, and professional manner	Does not consistently treat others in a positive, courteous, and professional manner	Fails to treat others in a positive, courteous, and professional manner
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>FOLLOWS RULES</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
How does the employee follow: <b>Rules</b> <b>Policies</b> <b>Instruction</b>	Always follows rules, policies, and instructions	Consistently follows rules, policies, and instructions	Does not consistently follow rules, policies, and instructions	Fails to follow rules, policies, and instructions
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>INTEGRITY</b>	Exceeds Standard	Meets Standard	Needs Improvement	Unsatisfactory
Exemplifies Honesty; Trustworthiness; Moral & Ethical values & behavior	Always Exemplifies	Consistently exemplifies	Inconsistent in these traits	Fails in this area
Comments Below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Evaluator Summary Comments:**

**Goals:**

**For Six (6) Month Probationary Evaluation ONLY:**

**Evaluator Recommends Employee for Regular Status and Six Month Pay Increase**    Yes    No

***If Yes – Personnel Action Form must be attached***

**Employee Comments:**

Date of Next Evaluation:	<input type="checkbox"/> ANNUAL <input type="checkbox"/> CONDITIONAL (Please Select One)
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**Signatures**

\_\_\_\_\_  
Evaluator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee Signature does not necessarily indicate the employee agrees, but it shows that the employee has read and discussed the evaluation and has received a copy. The employee may appeal this evaluation by following procedure set forth in Personnel Policy Manual – Grievance Policy.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Manager Signature

\_\_\_\_\_  
Date