



EMPLOYEE'S NAME	UNIQUE ID (Last four digits of SSN)	POSITION TITLE
POSITION NUMBER	DIVISION/REGION/BRANCH	
SUPERVISOR'S NAME	PERIOD COVERED BY THIS APPRAISAL	

## Instructions

All employees are to be rated against the performance standard of **Meets Expectations**. The descriptions for each category are representative of performance that meets expectations. Performance attributes for subcategories with an asterisk (\*) should be rated if applicable to the position. Documentation of actions supporting the ratings are required for each category.

## Performance Measurement Levels/Rating Guidelines

<b>Exceeds Expected Standards.</b> <i>Performance consistently exceeds expected standards, adding unique value/contributions to the success of team, division and/or agency goals.</i>	<b>Meets Expectations.</b> <i>Results meet expectations and contribute to the overall success of the team, division and/or agency.</i>	<b>Improvement Needed.</b> <i>Improvement needed for performance to meet expected standards.</i>
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**Performance Expectations** – This section may be used as a self-evaluation tool to facilitate a performance discussion between the employee and supervisor. This portion will be completed by the supervisor for the annual evaluation.

<p><b>1. Departmental Commitment/Mission Objective</b></p> <ul style="list-style-type: none"> <li>a. Understands and supports the mission, objectives, goals, and philosophies of the Department.</li> <li>b. Displays and promotes loyalty by openly supporting departmental programs.</li> <li>c. Comprehends, upholds, and contributes to the Department's policies and objectives for equal employment opportunities (EEO).</li> <li>d. Knows the significance of, and supports and promotes, occupational safety and injury/illness prevention and Officer Wellness programs.</li> <li>e. Demonstrates dedication to public safety and service.</li> </ul>		
<p><b>Actions that support rating:</b></p>		
<p><b>Rating:</b> Please utilize the rating guidelines above to guide you in determining the rating.</p>	<p><b>Performance Period Rating</b></p>	



**2. Leadership**

- a. Accepts responsibility
- b. Subscribes to and promotes excellence in individual and unit performance.
- c. Exhibits decisiveness and willingness to take a stand.
- d. Displays positive command presence, bearing and poise.
- e. Ensures all staff feel welcome.
- f. Sets an example, shows initiative, and displays a positive work ethic.
- g. Inspires, motivates, and guides others towards goal accomplishment; mentors and challenges subordinates. Develops future leaders.
- h. Promotes positive, cooperative, and professional working relationships among staff.
- i. Works to support balance between professional and personal lives of self and team members.

**Actions that support rating:**

**Performance Period Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**

**3. Knowledge of Work/ Technical Competence**

- a. Comprehends, adheres to, and properly applies departmental/command policies and procedures.
- b. Understands, properly interprets, and applies relevant laws, codes, and regulations.
- c. Effectively manages emergency incidents.
- d. Provides effective support and guidance on technical issues.
- e. Understands and adheres to all provisions of the Public Safety Officers Procedural Bill of Rights Act (POBAR), applicable Memorandums of Understanding (MOUs), and departmental policies pertaining to employer/employee relations issues.
- f. Effectively utilizes technology.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**



**4. Communication/Interpersonal skills-**

- a. Effectively listens to others,
- b. Expresses ideas both orally and in writing and provides relevant and timely information to management, co-workers, subordinates, customers and groups at all levels.
- c. Considers and responds appropriately to the needs, feelings, and capabilities of others.
- d. Provides/accepts constructive criticism and feedback in a positive and productive manner.
- e. Interacts professionally, productively, and courteously with others.
- f. Resolves conflict impartially and effectively.
- g. Interacts, collaborates and partners effectively with others.
- h. Demonstrates behaviors that allow different perspectives, opinions, and experiences to be heard and recognized.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**

**5. Decision Making/Problem Solving/Judgement-**

- a. Effective in understanding problems and making timely, practical decisions.
- b. Applies a common sense approach to problem solving, decision making, and risk management.
- c. Thinks independently and makes effective decisions.
- d. Handles stress effectively and maintains composure and self-control.
- e. Effectively balances diplomacy and candor.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**



**6. Supervision/Personnel Management**

- a. Effectively monitors and evaluates delegated assignments and projects.
- b. Effectively manages employee workloads.
- c. Provides effective training opportunities, counseling, and guidance to foster employee development.
- d. Actively monitors and supervises employee activity through personal observation, and gives timely feedback and a fair, accurate assessment of employee performance.
- e. Effectively applies the principles of positive recognition and progressive discipline.
- f. Ensures mandatory training and policy review are provided and completed.
- g. Provides an equal chance at opportunities.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**

**7. Administrative/Specialized Assignments**

- a. Effective in planning, organizing and efficiently handling activities and eliminating unnecessary activities.
- b. Written assignments are prepared in a clear, concise, logical, and persuasive manner.
- c. Written assignments are correct and submitted in a timely manner.
- d. Functions effectively in administrative/specialized assignments
- e. Effectively plans, researches, and prepares special reports and projects.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**



**8. Operational Management**

- a. Efficiently schedules, deploys, and directs the use of human resources.
- b. Effectively contributes to facility and physical resource management.
- c. Manages the command's budget by prioritizing and overseeing, monitoring and controlling expenditures.
- d. Provides effective management of equipment issue, maintenance, training and inventory
- e. Assures effective fleet management; oversees the inspection, evaluation, service, and repair of vehicles to ensure they are operational and properly maintained.

**Actions that support rating:**

**Rating:**

Please utilize the rating guidelines above to guide you in determining the rating.

**Performance Period Rating**

**Position Priorities and Development-** this section is to be completed by the employee, with feedback from the supervisor. Its purpose is to direct the efforts of an employee towards accomplishing the goals and mission of the Department as well as support the growth of the employee and those that may work for them. The information should be specific to this position and would serve to provide direction to the next employee if this position were to become vacant due to transfer, promotion or retirement.

**List the top 4 priorities/challenges that the position will be addressing during the next 5 years**

- 1
- 2
- 3
- 4

**Provide a summary of specific methods or actions that you plan to utilize to address the priorities and challenges that were identified**

- 1
- 2
- 3
- 4



**Review of Prior Year's Priorities and Development-** this section is to be completed by the supervisor. Its purpose is to acknowledge successes in addressing the previously identified priorities and challenges and identify resources or areas of growth needed to succeed in specific areas in the future.

<b>Rate the employee's action during the prior year regarding the specific methods and actions identified above.</b>	
1	
2	
3	
4	
<b>Rating:</b>	

<b>Comments by Supervisor</b>

<b>Comments by Employee</b>

**Signatures:**

<b>Employee Signature:</b> _____	<b>Date:</b> _____
<b>Supervisor Signature:</b> _____	<b>Date:</b> _____
<b>Reviewing Officer's Signature:</b> _____	<b>Date:</b> _____