



Town of Chilmark
HUMAN RESOURCES BOARD
Chilmark, MA 02535

INTRODUCTION

The performance evaluation system is designed to benefit both employee and employer and to facilitate an ongoing mutual problem-solving effort, as well as open and ongoing communication. The Town is committed to providing feedback to all employees on their level of performance and supervisors are expected to maintain regular communication with their employees. This performance evaluation is not a substitute for ongoing communication. Positive recognition of work well done and resolution of performance deficiencies are major components of a supervisor's responsibilities and shall be addressed/recognized at the appropriate time.

Evaluations shall be conducted by an employee's immediate supervisor whenever possible. Department Heads shall review all evaluations for employees in their departments and sign the evaluation form where noted. The employee's signature on the form does not necessarily indicate his/her agreement with the evaluation given, but that he/she has reviewed the form and been given an opportunity to discuss its content with the evaluator.

PURPOSE

This evaluation is an opportunity for individual employees to set annual goals and objectives, consistent with Town goals and objectives, based on their job description, their supervisor's expectations, and the means to measure performance. The performance appraisal form provides the following:

- An opportunity for formal communication between employee and supervisor, but not a substitute for ongoing communication.
- A mechanism to provide direct, constructive feedback about the employee's performance, identifying strengths and areas needing improvement.
- A tool for promotion, advancement, and career development.
- A means to maintain and improve performance.
- A tool for self-evaluation applicable to supervisor as well as employee.
- A tool for early identification of problems and development of plans for their resolution.
- A tool to recognize a job well done.

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EMPLOYEE PERFORMANCE EVALUATION

| | |
|-------------|-----------------|
| Name: | Position Title: |
| Department: | Date of Hire: |
| Supervisor: | Date of Review: |

RATING SCALE: Employees will be appraised against each of the criteria on these pages using the following scale. **A written comment by the evaluator is required for all “E” or “D” ratings. Failure to do so will result in the evaluation form being returned to the evaluator.**

E Exceeds Expectations
 Frequently exceeds established expectations or standards. Masters and carries out all job responsibility with minimum supervision. Performs at consistently high level.

M Meets Expectations
 Performs at the level expected. Possesses and utilizes the knowledge and skills needed to meet the responsibilities of the position. Solves problems and overcomes obstacles that might impede performance.

D Does Not Meet Expectations
 Performance falls below what is expected. Improvement in knowledge and skill is needed.

1. **COMMUNICATION:** *Refers not only to the verbal and written transmission of information but to the employee's actions and attitude in communicating with others.*

- | | | | |
|---|---|---|---|
| A. Openly shares work-related information with others. | E | M | D |
| B. Listens intently to others. Is open to and solicits reactions and ideas from others. | E | M | D |
| C. Handles conflict situations calmly and constructively by reducing tensions, getting at the real issues and where possible reconciling differences. | E | M | D |
| D. Keeps supervisor fully informed; presents information and ideas in an organized and thoughtful way. | E | M | D |

COMMENTS:

2. **QUANTITY OF WORK:** *Refers primarily to the amount of work performed in relation to the time requirements of the job.*

- | | | | | |
|----|---|---|---|---|
| A. | Accomplished the amount of work required by departmental standards. | E | M | D |
| B. | Meets deadlines. | E | M | D |

COMMENTS:

3. **QUALITY OF WORK:** *Refers to how well the employee performs the work.*

- | | | | | |
|----|---|---|---|---|
| A. | Work is thorough, accurate and complete. | E | M | D |
| B. | Work is neat and presentable. | E | M | D |
| C. | Work is performed consistently with skill or craftsmanship. | E | M | D |
| D. | Consistently maintains quality even under pressure. | E | M | D |

COMMENTS:

4. **WORK ATTITUDE:** *Refers to how cooperative and skilled the employee is in dealing with others.*

- | | | | | |
|----|---|---|---|---|
| A. | Is receptive to directions; raises questions & concerns in a constructive manner. | E | M | D |
| B. | Is open to trying new approaches and procedures. | E | M | D |
| C. | Is sensitive to other people's needs (citizens and co-workers). | E | M | D |
| D. | Is helpful to citizens, going out of his or her way when necessary to answer questions or solve problems. | E | M | D |
| E. | Is careful with equipment and sensitive to costs. | E | M | D |

COMMENTS:

-
5. **INITIATIVE:** *Refers to the employee's capacity to be self-motivated and to initiate new ideas.*
- | | | | | |
|----|--|---|---|---|
| A. | Finds better ways to accomplish tasks. | E | M | D |
| B. | Can improvise when faced with obstacles; discovers ways to get around them. | E | M | D |
| C. | Demonstrates the ability to work alone without continuous supervision. | E | M | D |
| D. | When work is completed, takes it upon his/her self to move to the next task. | E | M | D |
| E. | Assists co-workers in time of need. | E | M | D |

COMMENTS:

6. **DEPENDABILITY:** *Refers to the employee's capacity to be depended upon to perform work.*
- | | | | | |
|----|--|---|---|---|
| A. | Is regular in attendance. | E | M | D |
| B. | Observes established hours of work. | E | M | D |
| C. | Consistently gives best effort from one job to another during both normal work situations and emergencies. | E | M | D |

COMMENTS:

7. **SUPERVISION (If applicable):** *Refers to the employee's skill of directing the work of others.*
- | | | | | |
|----|---|---|---|---|
| A. | Gains trust and respect of employees. | E | M | D |
| B. | Demonstrates on-the-job supervisory skills. | E | M | D |
| C. | Delegates responsibility and authority to employees wisely. | E | M | D |
| D. | Serves as an example of a team player. | E | M | D |
| E. | Develops employees as individuals and as team members. | E | M | D |

COMMENTS:

PROFESSIONAL DEVELOPMENT

*After a thorough discussion with the employee, please indicate the professional development objectives he/she will pursue during the upcoming year; that is, the specific skills or areas of knowledge to be developed. **Also, please detail any stated goals from the previous year and explain whether or not these goals have been accomplished.***

EVALUATORS COMMENTS:

I (recommend) (do not recommend) continued service in Town employment.

I (recommend) (do not recommend) (employee at max step) a merit raise from Grade ___ Step ___ to Grade ___ Step ___ .

EVALUATOR’S SIGNATURE: _____ DATE _____

EMPLOYEE’S COMMENTS

A completed copy of this form has been given to me and I have read it.

EMPLOYEE’S SIGNATURE: _____ DATE: _____

HUMAN RESOURCE BOARD: _____

DATE: _____

TOWN ADMINISTRATOR: _____

DATE: _____