



Completed
+ Submitted
1/28

TOWN OF MONTEREY
Annual Employee Performance Evaluation
For Appointed Employees

Employee Name: Rudolph Gero

Current Salary:

Job Title: Officer **Department:** Police

Date of Hire: 6/1/00

Evaluation Period: 1/1/07 to 12/31/07

Weekly Hours Worked: 40

Sick Time Accrued:

Taken:

Vacation Time Accrued:

Taken:

Instructions to Supervisor

Listed at the bottom of each page are the rating scale guidelines. Please note that any rating of (1) Unacceptable, (2) Needs Improvement, or (5) Superior requires a comment be provided. The "Overall Performance" evaluation should reflect the employee's responsibilities and duties set forth in their job description.

Distribution Instructions

Distribute one copy to the Employee. Maintain one copy in locked personnel file.

Part I – Performance Factors

1. **Knowledge, Skills and Abilities:** Consider the degree to which the employee exhibits the required level of job knowledge and/or skills to perform the job and this employee's use of established techniques, materials and equipment as they relate to performance.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: Rudy brings a lot of knowledge and experience to the job.

2. **Quality of Work:** Does the employee complete assignments meeting quality standards? Consider accuracy, neatness, thoroughness and adherence to standards and safety rules.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: Rudy is very particular with everything he does.

3. **Quantity of Work:** Consider the results of this employee's efforts. Does the employee demonstrate the ability to manage several responsibilities simultaneously; perform work in a productive and timely manner; and meet work schedules?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: Rudy is very productive.

(1)=Unacceptable – Consistently fails to meet job requirements; performance is below minimum requirements. Immediate improvement required to maintain employment.

(2)=Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position

(3)=Meets Expectations – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

(4)=Exceeds Expectations – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

(5)=Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained

4. Work Habits: To what extent does the employee display a positive, cooperative attitude toward work assignments and requirements? Consider compliance with established work rules and organizational policies.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Rudy always makes himself available to the department.*

5. Communication: Consider job related effectiveness in dealing with others. Does the employee express ideas clearly both orally and in writing, listen well and respond appropriately?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Rudy has very good communication skills.*

Part II – Behavioral Traits

1. Dependability: Consider the amount of time spent directing this employee. Does the employee monitor projects and exercise follow-through; adhere to time frames; on time for meetings and appointments; and responds appropriately to instructions and procedures?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *You can always depend on Rudy for everything.*

2. Cooperation: How well does the employee work with others; co-workers, supervisors and as a contributing team member? Does the employee demonstrate consideration of others; maintain rapport with others; help others willingly?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Rudy's a team player.*

3. Initiative: Consider how well the employee seeks and assumes greater responsibility, monitors projects independently, and follows through appropriately.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Always follows through.*

4. Adaptability: Consider the ease with which the employee adjusts to any change in duties, procedures, supervisors or work environment. How well does the employee accept new ideas and approaches to work, respond appropriately to constructive criticism and to suggestions for work improvement?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Very flexible.*

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5. **Judgment:** Consider how well the employee effectively analyzes problems, determines appropriate action for solutions, and exhibits timely and decisive action; thinks logically.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Able to determine appropriate action.*

6. **Attendance:** Consider number of absences, use of annual sick time in accordance with Town policies.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Never misses a day.*

7. **Punctuality:** Consider work arrival and departure in accordance with Town policies.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Never late.*

Part III – Supervisory Factors *N/A*

1. **Leadership:** Consider how well the employee demonstrates effective supervisory abilities; gains respect and cooperation; inspires and motivates subordinates; directs work group toward a common goal.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments:

2. **Delegation:** How well does the employee demonstrate the ability to direct others in accomplishing work; effectively select and motivate staff; define assignments; oversee the work of subordinates?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments:

3. **Planning and Organizing:** Consider how well the employee plans and organizes work; coordinates with others and establishes appropriate priorities; anticipates future needs; carries out assignments effectively.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments:

4. **Administration:** How well does the employee perform day-to-day administrative tasks; manage time; administer policies and implement procedures; maintain appropriate contact with supervisor and utilize funds, staff or equipment?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

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Comments:

- 5. **Personnel Management:** Consider how well the employee serves as a role model; provides guidance and opportunities to their staff for their development and advancement; resolves work-related employee problems; assists subordinates in accomplishing their work-related objectives. Does the employee communicate well with subordinates in a clear, concise, accurate, and timely manner and make useful suggestions?

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments:

Part IV – Review of Goals and Objectives for the Previous Fiscal Year (_____)

- 1. Goal/Objective: Professionally performs the duties of a Reserve/Intermittent police officer.

Accomplished Satisfactorily Unsatisfactory Progress (must use comment section)

Comments:

- 2. Goal/Objective:

Accomplished Satisfactorily Unsatisfactory Progress (must use comment section)

Comments:

- 3. Goal/Objective:

Accomplished Satisfactorily Unsatisfactory Progress (must use comment section)

Comments:

- 4. Goal/Objective:

Accomplished Satisfactorily Unsatisfactory Progress (must use comment section)

Comments:

- 5. Goal/Objective:

Accomplished Satisfactorily Unsatisfactory Progress (must use comment section)

Comments:

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Part V – Overall Performance

Please use this section to describe the overall performance rating. The overall rating should be a reflection of the performance factors, behavioral traits and supervisory factors.

1-Unacceptable 2-Needs Improvement 3-Meets Expectations 4-Exceeds Expectations 5-Superior

Comments: *Rudy has always been a real asset to the department.*

Establishment of Goals/Objectives for the coming Fiscal Year

With reference to the position responsibilities, list below the goals/objectives which should be continued and/or accomplished in the coming fiscal year. It is understood that these goals/objectives are subject to adjustment or change as situations and priorities change.

- 1.
- 2.
- 3.
- 4.

Signatures

Supervisor (Rater):  Date: 11/25/08
 Gareth Backhaus, Chief of Police

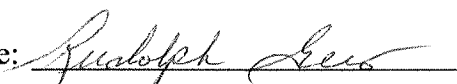
Select Board: _____ Date: _____
 Jonathan Sylbert, Chair

Select Board : _____ Date: _____
 Wayne Burkhart

Select Board: _____ Date: _____
 Scott Jensen

Part VI – To the Employee

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Signature:  Date: 1-27-08

(1)=Unacceptable – Consistently fails to meet job requirements; performance is below minimum requirements. Immediate improvement required to maintain employment.
 (2)=Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position
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