



City of Waco Progress Review

Employee Name: _____
Job Title: _____ Department: _____
Period Reviewed: From: _____ To: _____ Date of Evaluation: _____
Evaluator Name: _____
(Supervisor/Manager)

Current Pay Grade: _____ **Pay Grade Quartile:** _____

RATING LEVELS

Exceeds Expectations (EE): Employee’s performance exceeds the expectations for this job; performance levels are consistently and significantly above the established skill levels associated with the position.

Fulfills Expectations (FE): Employee’s performance consistently meets the expectations for this job; performance levels are solid and demonstrate a mastering of established skill levels associated with the position.

Below Expectations (BE): Employee’s performance does not meet the expectations for this job; performance levels are weak and definitely require immediate improvement.

Unobserved (UN): Performance in this area has not been observed during this review period.

MANAGEMENT/SUPERVISORY PERFORMANCE DIMENSIONS			
<i>Exceeds Expectations (EE) Fulfills Expectations (FE) Below Expectations (BE) Unobserved (UN)</i>			
ONLY PROVIDE COMMENTS IN OVERALL PERFORMANCE RATING SECTION			
<p>1. Communication – Shares relevant information, written and oral, with others in a timely and appropriate manner in individual and group situations and expresses thoughts and ideas in a concise, understandable, and persuasive manner.</p> <p>Choose one of the following: EE <input type="checkbox"/> FE <input type="checkbox"/> BE <input type="checkbox"/> UN <input type="checkbox"/></p>			
<p>2. Planning/Organization – Uses time efficiently; sets priorities; keeps management advised of the status of projects and work assignments; sets and accomplishes goals and objectives through the effective utilization of physical and human resources.</p> <p>Choose one of the following: EE <input type="checkbox"/> FE <input type="checkbox"/> BE <input type="checkbox"/> UN <input type="checkbox"/></p>			

3. Performance Management/Staff Development – Sets mutual and achievable goals; provides coaching and performance feedback to employees; mentors employees to help them meet their full potential.

Choose one of the following: EE FE BE UN

4. Customer Service – Communicates with internal and external customers in an enthusiastic and positive manner to assist in fulfilling City/departamental missions while acting as the customer’s advocate to obtain the best possible end results for the customer and the City.

Choose one of the following: EE FE BE UN

5. Productivity - Utilizes resources, human and equipment, to achieve the greatest quantity of output without sacrificing quality; reviews and analyzes resources to ensure maximum efficiency.

Choose one of the following: EE FE BE UN

OVERALL PERFORMANCE RATING

(Please check one of the following three choices to evaluate the employee’s overall performance for this rating period.)

Exceeds Expectations (EE) **Fulfills Expectations (FE)** **Below Expectations (BE)**

Comments (Please provide brief justification of employee’s overall rating):

**KEY ACCOMPLISHMENTS, AREAS FOR IMPROVEMENT, AND
RECOMMENDED TRAINING/DEVELOPMENT**

[Attach additional sheet(s) of paper if more space is required.]

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ACKNOWLEDGEMENTS

Individual Signing Form	Printed Name/Title and Signature	Date
Employee: (Acknowledges Employee's Receipt of Form from Supervisor)	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	
Supervisor Conducting Review	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	
Signatures of Other Departmental Supervisors Within the Chain of Command:		
	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	
	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	
	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	
Department Director	Name: _____ Job Title: _____ (Print) (Print)	
	Signature: _____	

EMPLOYEE

(Please check one of the following boxes.)

I do or **I do not** agree with my rating.

Comments: [Attach additional sheet(s) of paper if more space is required.]

Career Development Goals: [Attach additional sheet(s) of paper if more space is required.]