



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.

OFFICE/CLERICAL PERFORMANCE DIMENSIONS			
<i>Exceeds Expectations (EE)</i>	<i>Fulfills Expectations (FE)</i>	<i>Below Expectations (BE)</i>	<i>Unobserved (UN)</i>
ONLY PROVIDE COMMENTS IN OVERALL PERFORMANCE RATING SECTION			
<p>1. Communication – Effectively shares relevant information both orally and in writing; listens effectively; expresses thoughts and ideas in a concise, understandable and professional 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. Dependability – Willingly performs job assignments; accepts responsibility and works extra hours, when necessary, to complete job assignments; punctual regarding attendance; conscientiously schedules and follows department guidelines for leaves of absence.</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. Flexibility/Adaptability – Adapts to changing circumstances and open to suggestions from superiors; considers other points of view; multi-tasks under pressure and effectively handles a variety of projects and assignments simultaneously.

Choose one of the following: EE FE BE UN

4. Customer Service – Meets the needs of and finds solutions for internal and external customers; demonstrates ability to deal with difficult situations in an effective and efficient manner by placing high priority on customer satisfaction.

Choose one of the following: EE FE BE UN

5. Productivity - Arranges and prioritizes work assignments as necessary to complete assigned tasks; consistently meets work requirements and carries out all tasks.

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.]

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.]