**CITY OF GAUTIER**
**MEMORANDUM**

**To:** Samantha Abell, City Manager

**From:** Jason Pugh, Human Resources Director

**Date:** 08/26/2013

**Subject:** Approval of Revised Employee Evaluation Form

---

**REQUEST:**
The Human Resources Department requests that the Gautier City Council approve the attached Revised Employee Evaluation Form

**BACKGROUND:**
Employee performance evaluations are an integral part developing a highly trained and motivated workforce. The City of Gautier has traditionally conducted employee performance evaluations annually.

**DISCUSSION:**
With the creation of the Human Resources Department in 2012, all employee personnel matters are overseen and managed through the Human Resources Department under the direction of the Human Resources Director. In order to ensure the Human Resources Director has oversight in the employee evaluation process, the standard evaluation form has been revised to include a line for the Human Resources Director to sign off and approve the evaluation upon reviewing it and before forwarding the evaluation to the City Manager for final approval.

No other changes have been made to the standard evaluation form.

**RECOMMENDATION:**
The Human Resources Director recommends the approval of the attached Employee Evaluation form.

**ATTACHMENT(S):**
Revised Employee Evaluation Form

# *CITY OF GAUTIER*

## *EMPLOYEE EVALUATION*

EMPLOYEE | DATE OF EVALUATION

DEPARTMENT | JOB TITLE | OVERALL PERFORMANCE RATING

**PERFORMANCE RATING STANDARDS** **NR = Not Rated**

**1 UNACCEPTABLE** Performance does not meet minimum requirements. Important requirements and objectives are not met.

**2 NEEDS IMPROVEMENT** Performance does not meet expectations in one or more critical areas. Some requirements are not met and not all objectives accomplished within established standards.

**3 MEETS EXPECTATIONS** Consistently meets established standards. All requirements and objectives are accomplished within established standards.

**4 EXCEEDS EXPECTATIONS** Performance often exceeds established standards in most areas of responsibility. Most requirements and objectives are achieved above established standards.

**5 EXCEPTIONAL** Performance is exceptional in all areas of responsibility. All objectives are achieved well above established standards.

**JOB KNOWLEDGE**: Detailed understanding of job requirements and responsibilities plus familiarity with both Departmental and City procedures and policies.

Rating 1 2 3 4 5 NR

**ACCURACY**: Completes work thoroughly and completely. Pays attention to detail.

Rating 1 2 3 4 5 NR

**DEPENDABILITY**: Ability to follow instructions, perform work and maintain high productivity in a consistent manner. Demonstrates commitment, dedication, and cooperation.

Rating 1 2 3 4 5 NR

**ADAPTABILITY**: Effectively and willingly adjusts to changes in routines, processes, assignments and deadlines. (Flexible)

Rating 1 2 3 4 5 NR

**INITIATIVE**: Actively seeks additional assignments. Steps in and does what is needed. Willing to learn.

Rating 1 2 3 4 5 NR

**COMMUNICATIONS**: Communicates clearly and effectively, orally, and in writing. Exchanges information in a timely manner and uses confidential information with discretion.

Rating 1 2 3 4 5 NR

**SELF-SUFFICIENCY**: Works independently with little need for direct supervision, maintains composure during emergencies. Makes practical routine decisions.

Rating 1 2 3 4 5 NR

**WORK/TIME MANAGEMENT**: Effectively plans and organizes work. Productive during work time, completes work projects, duties and tasks in a timely manner.

Rating 1 2 3 4 5 NR

**CONDUCT**: Follows Rules & Policies. Respectful of Co-Workers; promotes teamwork. Responds and acts appropriately to confrontational situations.

Rating 1 2 3 4 5 NR

**ATTENDANCE**: Works as scheduled. Does not disrupt operations or shirk job duties by being habitually or unnecessarily absent. Adheres to lunch schedules.

Rating 1 2 3 4 5 NR

I have reviewed this performance evaluation with the employee, made suggestions/Recommendations for improvement or suggestions/recommendations for sustained superior performance.

Supervisor Comments:

Supervisor Signature Date

Employee Comments:

Employee Signature Date

Division Manager Signature Date

Department Director Signature Date

Human Resources Director Date

City Manager's Signature Date