

Policy No.: 35	Procedure:
Date Approved: May 11, 2010 Approving Resolution:2010-62	Employee Performance Reviews

**TOWNSHIP OF CONMEE
EMPLOYEE PERFORMANCE APPRAISAL FORM**

EMPLOYEE'S INSTRUCTIONS

- **Review your job description. Ensure that all of your duties are listed. If changes have occurred since your last performance appraisal, please advise your supervisor.**
- **Review your current performance objectives.**
- **Assess your own job performance.**
- **Prepare to discuss your job performance with your supervisor.**
- **Sign the progress review form as an indicator that you have read and discussed the written assessment with your supervisor.**

Note: Interviews will be conducted during regular working hours.

SUPERVISOR'S INSTRUCTIONS

- **Review the employee's job description.**
- **Arrange a private interview with the employee, giving time to allow reflection on performances and consideration of new objectives. Meet away from distractions.**
- **Review your departmental objectives.**
- **Advise employee they may attach written comments to the appraisal.**
- **Jointly set objectives for the upcoming year.**

Note: A review of an employee's goals, objectives and responsibilities may warrant more frequent consideration. Semi-annual or quarterly reviews may be held at the discretion of the supervisor and CAO.

Supervisors are encouraged to provide written comments with the rating where appropriate. Employees may provide written objection or explanation for any comments or appraisal ratings given by the supervisor who conducts the appraisal.

Appraisals will ordinarily be conducted by the employee's direct supervisor, however, when necessary, performance appraisals may be conducted by the CAO or Council. In all cases, the individual performance reviews shall be forwarded to the CAO for inclusion in the employee's personnel file. Any written objection or explanation will also be kept in the employee's personnel file.

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RATING CODE

U	Results Unsatisfactory	Does not meet job requirements consistently. Performance is below Standard and results are less than normally required. Requires close supervision and direction
RUS	Results Usually at Standard	Normally meets job requirements but occasionally performs less than required. Requires above normal supervision and direction.
RS	Results At Standard	Performance expected of the experience Township of Conmee employee. Performs all aspects of the job description and consistently meets job requirements. Responsibilities are being accomplished effectively with a minimum amount of direction and supervision.
RAS	Results Above Standard	Consistently exceeds job requirements with superior quality and quantity. Assignments and responsibilities are being accomplished in a highly effective manner with only general guidance. Employee

		producing tangible results substantially above the normal standards of the job.
N/A	Not Applicable	This factor does not apply to the position being appraised.

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Personal Information

Last Name	First Name
Position	Department
Date of Hire	Review Date

Type of Review Probationary Annual
 Job Description is Current Yes No

- 1. Job Knowledge** – the extent to which the employee understands and commands the knowledge, materials and methods essential to the fulfillment of the duties of the position. (Circle appropriate rating.)

RATING = U RUS RS RAS NA

Comments.

- 2. Quality Rating** – The accuracy, neatness, thoroughness and related characteristics of work produced or accomplished. Performs assignments to required standards of competence. Works safely in accordance with Health and Safety legislation.(Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments.

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3. **Quantity Rating** – Demonstrates ability to prioritize, plan and complete daily work efficiently and effectively. Avoids waste and provides required results as to completeness and schedules. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

4. **Initiatives** – Develops new concepts and approaches to duties and assignments, how often suggestions are made for improvements and how often tasks are initiated independently. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

5. **Judgement** – Analysis and thought used in arriving at decisions made within scope of responsibility. Thinks logically and acts calmly and rapidly, recognizing the advantages and disadvantages of alternative courses of action. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

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6. **Organization of Work** – Successful in planning and organizing duties, assignments and projects, demonstrates ability to handle more than one assignment without loss of efficiency, and extent to which priorities are properly determined. (Circle Appropriate rating).

RATING = U RUS RS RAS NA

Comments:

7. **Communications** – Oral and written communications are timely, complete, clear and concise. Discretion is exercised. Proper channels are utilized. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

8. **Cooperation** – Employee's attitude toward work, immediate supervisor, associates, public, the organization, and the employee's effect on others. Willingness to work with group decisions and consider suggestions from others. Courteous, tactful, alert and ready to provide service to the public. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

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9. **Supervisory Ability** – Employee's demonstrated ability to give instruction, delegate, organize, train, evaluate (annual performance reviews) and motivate subordinate staff and how effectively results are achieved to improve their job performance and increase their value to the Township. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

10. **External Contact** – Employee's ability to interact with community representatives to extend the Township of Conmee service and final solution in response to their requirements. (Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

11. Reliability – Employee’s overall attendance and punctuality as well as the degree of responsibility taken for actions and resulting consequences.
(Circle appropriate rating).

RATING = U RUS RS RAS NA

Comments:

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**Supervisor’s Overall
Evaluation of Performance U RUS RS RAS NA**

REC

Empty rectangular box for recording or signature.

HEALTH AND SAFETY TRAINING (be specific)

Has the employee received all relevant Health and Safety Training? ___Y
___N

(eg. WIMIS, Violence and Harassment, Personal Protective Equipment)

If No, when is employee scheduled to receive training?

Is the employee following all of the required Health and Safety procedures?
Are there any Health and Safety concerns or issues?

Additional Information Attached Yes No
TOWNSHIP OF CONMEE
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Comments:

Reviewed By:

Employee

Date

Supervisor

Date

CAO/Clerk

Date

Date of Next Planned Review _____

Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used for internal performance reviews only. Questions about the collection of this information should be directed to the CAO/Clerk.