

CURRENT RESPONSIBILITIES

Briefly describe any significant changes in job responsibilities since the last performance review. (Please save a new revision of the job description located in Personnel Manager's public drive, detailing specific changes within the newly-saved document.)

PERFORMANCE ASSESSMENT

General comments regarding employee's job performance based on skills and abilities, accomplishments and achievement toward meeting the expectations or objectives established during the past evaluation, and assessment of behavioral competencies.

Describe how has the employee's everyday actions, interactions, and conversations demonstrated (or not) the city's core values (*team, integrity, positivity and innovation*).

Describe specific areas needing more attention or development.

Describe specific areas of strong performance.

EXPECTATIONS AND GOALS

Expectations and goals for the upcoming review period. Give examples of how these goals can be met (include training or other necessary support, if applicable, for the employee to accomplish these goals.

PROFESSIONAL DEVELOPMENT

Describe specific activities the employee will do in the next evaluation period as part of their professional development (through all means, including on-the-job training, offsite training, web training, etc.).

EMPLOYEE COMMENTS (*Employee comments need to be returned to supervisor within 7 business days. If employee has no comments, they shall write "no comments" below. Employee may also type comments on a separate sheet and attach it to this evaluation.*)

SUPERVISOR'S EVALUATION CHECKLIST

(PLEASE DETACH THIS SHEET FROM THE COMPLETED EVALUATION BEFORE PRESENTING TO THE EMPLOYEE)

The areas listed below are suggested for possible inclusion in the evaluation. Please do **not** attempt to address every item on these lists—focus on the most meaningful for the employee being evaluated, with attention to their particular strengths and areas needing further development such as mentoring, training, and/or education. The focus should be on a **meaningful, mutual** discussion—do **not** merely provide the employee with the document to read. The text provided within the document does not necessarily need to be a formal narrative—it may be provided in a bulleted format with adequate notes to provide the context of the conversation to the reviewers of the evaluation form and for your and the employee's future reference.

GENERAL PERFORMANCE FACTORS	LEADERSHIP PERFORMANCE FACTORS
<ul style="list-style-type: none"> • Accountability • Accuracy • Adaptability/Flexibility • Analytical Abilities • Autonomy • Communication – Verbal or Written • Customer Service • Dependability • Goal Orientation • Initiative • Integrity • Interpersonal Skills • Job Knowledge • Judgement • Organization • Organizational Policies, Procedure, and Practices (e.g., safety, wellness, recognition) • Problem Solving • Professionalism • Work Habits • Working Under Pressure/Dealing with Job-Related Stress 	<ul style="list-style-type: none"> • Adversity (faces and deals with it effectively) • Assertive (in an appropriate fashion) • Communicates clear expectations • Decisive (even when needing to take unpopular position) • Motivates/guides others • Morale and motivation (aids in maintaining in employees) • Ensures training of and mentors employees • Recognizes their employees through the city's programs • Effectively distributes and manages workload • Provides consistent and timely feedback to staff • Delegates power and authority appropriately • Institutes timely corrective action to improve inappropriate behavior among staff • Ensures fair treatment and utilization of staff • Strategic planning • Considers effects of decisions on available resources and expenditures, as well as morale and appearance to the public • Effectively manages conflicts/fosters harmonious working relationships

CORE VALUES & CULTURE STATEMENT

TEAM * INTEGRITY * POSITIVITY * INNOVATION

Covington is an organization where leaders serve as mentors and commitment runs deep. Leaders will continue to allow team members the space to be dynamic, take informed risks and be innovative. Our drive to be pace setters and collaborate to further this culture will ensure Covington is a high-performing organization.



Please detach this page from document before presenting evaluation to employee.