



# UPPER DUBLIN TOWNSHIP PERFORMANCE REVIEW

Name of Employee \_\_\_\_\_

Supervisor \_\_\_\_\_

Job Title & Department/Division \_\_\_\_\_

Period of Evaluation: \_\_\_\_\_ Employee Status:  Regular  Part-Time  Probationary

A Performance Evaluation for each full-time and regular part-time employee will be completed annually and will be submitted to Human Resources and placed in each employee’s personnel file. This evaluation is optional for seasonal employees. Any decisions with regard to changes in compensation, promotion or change in job responsibilities will utilize this Performance Evaluation form. Employees are required to first complete a self-evaluation below. The Supervisor will then add comments or additional responses to the employee’s evaluation. It is essential that the Department Director and/or other supervisors conduct a face-to-face meeting with the employee to review the evaluation.

## PERFORMANCE IN PAST YEAR

Achievements/Goals Met (If additional space is needed, attach another sheet)

Employee	Supervisor
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

## TRAINING RECEIVED/CONFERENCES ATTENDED IN PAST YEAR

1.	4.
2.	5.
3.	6.

## 3 JOB STRENGTHS AND SUPERIOR PERFORMANCE INCIDENTS

Employee	Supervisor
1.	1.
2.	2.
3.	3.

**GOALS OR IMPROVEMENT PROGRAMS FOR NEXT YEAR WITH TIMELINE AND MEASURE OF SUCCESS**

(If additional space is needed, attach another sheet)

Employee	Supervisor
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

**TRAINING NEEDS**

Employee	Supervisor
1.	1.
2.	2.
3.	3.

**ADDITIONAL COMMENTS (OPTIONAL)**

Employee	Supervisor

RATER: I  do  do not recommend this employee be granted regular status (FOR FINAL PROBATIONARY REPORTS ONLY)

Review date: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

## PERFORMANCE EVALUATION POLICY

It is the policy of Upper Dublin Township to periodically analyze and review the job performance of all its employees. A Performance Evaluation for each full time employee will be completed annually. This evaluation is optional for part-time, temporary and seasonal part-time employees.

### PURPOSE

A performance evaluation system can serve as a tool to improve the effectiveness and efficiency of the Township work force. A good performance evaluation system has the following potential advantages to the various levels of the Township organization.

*Management:* Provides a measure of employee effectiveness in serving the citizens of the community; identifies employees with supervisory and leadership potential; identifies areas where additional training or employee effort is needed; and provides a measure of employee effectiveness for determining compensation.

*Supervisors:* Serve as a basis for constructive discussion with employees; help solve disciplinary problems before they become serious; strengthen the supervisor's role in managing employees; and establish closer communications between supervisors and employees.

*Employee:* Establishes a clear understanding of the significant elements, tasks and standards of their current job; provides feedback on how well they are accomplishing their assigned jobs; and gives an opportunity to discuss their strengths and weaknesses with their supervisor.

### SUMMARY

The performance evaluation system provides a basis for establishing and coordinating Township, Department, and individual goals and objectives.

### PERIODS OF EVALUATION

Each employee in service to the Township shall have his performance reviewed at the following times:

- Probationary: Each probationary employee shall be evaluated prior to receiving regular status. Inadequate performance by the probationary employee shall result in dismissal.
- Full time employee shall be evaluated at least once annually.

### RESPONSIBILITY

The employee's immediate Supervisor shall normally be responsible for evaluating the employee's work performance since effective evaluation requires continuous observation, analysis of employee actions, and firsthand knowledge of the employee and his work habits.