



TOWN OF WINCHESTER – CITY OF WINSTED

Town Hall – 338 Main Street

WINSTED, CONNECTICUT 06098

EMPLOYEE EVALUATION FORM

1. EMPLOYEE INFORMATION		
Employee Name	Job Title	
Supervisor/Reviewer	Review Period From: / / to / /	
II. CORE VALUES & OBJECTIVES		
PERFORMANCE CATEGORY	RATING	COMMENTS & EXAMPLES
Quality of Work: <i>Work is completed accurately (few or no errors), efficiently, and within deadlines with minimal supervision.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Attendance & Punctuality: <i>Reports for work on time, provides advance notice of need for absence.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Reliability & Dependability: <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Communication Skills: <i>Written and oral communications are clear and effective; listens and comprehends well; provides quality customer service to public.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Judgement & Decision-Making: <i>Makes thoughtful, well-reasoned decisions; exercises good judgement, resourcefulness, and creativity in problem-solving.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Cooperation & Teamwork: <i>Maintains positive working relationships with colleagues; makes valuable contributions to help the group achieve its goals.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	

Initiative & Flexibility: <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
III. JOB-SPECIFIC PERFORMANCE CRITERIA		
PERFORMANCE CATEGORY	RATING	COMMENTS & EXAMPLES
Knowledge of Position: <i>Possesses required skills, knowledge, and abilities to competently perform the job.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Training & Development: <i>Continually seeks ways to strengthen performance and regularly monitors new developments in the field.</i>	<input type="checkbox"/> Exceeds Expectations <input type="checkbox"/> Meets Expectations <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Unacceptable	
Self-Awareness: <i>Does the employee's understanding of strengths and weaknesses, as outlined in their self-reflection, align with Management's?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> Somewhat <input type="checkbox"/> No	
IV. EMPLOYEE-SET DEPARTMENTAL & SELF GOALS (Per Self Reflection)		
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V. MANAGEMENT-SET DEPARTMENTAL & EMPLOYEE GOALS		
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VI. OVERALL RATING

☐ **Exceeds Expectations**

Employee consistently performs at a high level that exceeds expectations.

☐ **Meets Expectations**

Employee satisfies all essential job requirements; may exceed expectations periodically.

☐ **Needs Improvement**

Employee consistently preforms below required standards and expectations for the position; training or other action is necessary to correct some facet of performance.

☐ **Unacceptable**

Employee is wholly unable or unwilling to perform required duties according to Town standards; immediate improvement must be demonstrated.

Comment on the employee's overall performance:

VII. EMPLOYEE COMMENTS (Optional)

VIII. ACKNOWLEDGEMENT

I acknowledge that I have had the opportunity to discuss this performance evaluation with my supervisor and I have received a copy of this evaluation.

Employee Signature:

Date:

Reviewer Signature:

Date: