

City of Portland Staff Development and Performance Review Overall Evaluation Form	
Employee Name:	Manager/Supervisor Name:
Bureau:	Classification:
Review Period:	Anniversary Date:
Received by Employee Signature/Date:	Manager/Supervisor Signature/Date:

Overall Evaluation by Manager/Supervisor (check off only one category):

_____ **Superior:** Performance significantly exceeds the requirements of the job and is among the best in the work unit. Consistently achieves objectives at a superior level and demonstrates exceptional skills and innovation in work performance.

_____ **Effective:** Performance meets job requirements in all important areas. Performance consistently meets job requirements. Performance objectives achieved as stated.

_____ **Improvement Needed:** Performance on one or more important job requirement and/or skill area is below expectations and needs improvement.

Overall Comments:

**City of Portland Staff Development and Performance Review
Evaluation Sections**

Employee Name:

Manager/Supervisor Name:

Please Complete Each Section

- I. Objectives for Current Review Period** (when applicable) - these include the primary objectives the employee worked on over the performance year. These are generally non-recurring projects, personal objectives or program developments assigned by the supervisor and discussed with the employee.

- II. Duties/ Responsibilities** - these include the ongoing, key or major functions of the job as defined by the manager/supervisor and provided to the employee. (Resources: job description, classification specification)

- III. Competencies** (Enter general comments here and/or use the optional Competencies Worksheet) - these include such areas as job knowledge, initiative, customer service skills, planning and organization for meeting goals and deadlines, cooperation and teamwork, communication, problem analysis, decision-making, quality of work, quantity of work, learning capability, managing change and innovation, attendance and reliability, supervising and motivating employees.

- IV. Employee's Self-Evaluation/ Review** - Incorporate employee comments into prior sections as appropriate. Attach the form employee completed.

- V. Summary** - an overall assessment of the employee's work performance and accomplishments.

- VI. Recommendations** (See attached optional Employee Development Action Plan particularly if "Improvement Needed" is checked above as the employee's overall evaluation) - suggested changes/ improvements in knowledge, skills, work performance or competencies.

- VII. Objectives for Coming Review Period** – these include the primary objectives for the coming review period, and may be revised as the period progresses. These are generally non-recurring projects, personal objectives or program developments assigned by the supervisor and discussed with the employee.

- VIII. Employee's Comments** (optional) - allows the employee being appraised to comment on either the process or content of the appraisal.

**City of Portland Staff Development and Performance Review
Employee Self-Evaluation Form – Page 1 of 2**

Employee Name/Date:	Supervisor Name:
Bureau:	Classification:

This is your opportunity to review the objectives for your job and to let your supervisor or manager know: what you accomplished during the review period; what challenges you had; what support you may need; and in what areas you would like further training or development.

What do you understand your objectives to be for this review period? (Resource: last evaluation form)

Job Responsibilities

- What projects did you work on during this evaluation period?

- What major or key tasks did you perform during this evaluation period?

- What accomplishments are you most proud of for this evaluation period?

- In which areas would you have liked more support?

- What projects, tasks or events did not go as planned during this evaluation period and why?

**City of Portland Staff Development and Performance Review
Employee Self-Evaluation Form – Page 2 of 2**

What do you believe are the key or major competencies for your job? (Check those that apply)

- | | |
|---|---|
| <input type="checkbox"/> Job Knowledge/Skills | <input type="checkbox"/> Quality of Work |
| <input type="checkbox"/> Initiative | <input type="checkbox"/> Quantity of Work |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Learning Capability |
| <input type="checkbox"/> Planning and Organization | <input type="checkbox"/> Managing Change |
| <input type="checkbox"/> Cooperation and Teamwork | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Cross-Cultural Communication | <input type="checkbox"/> Creativity and Innovation |
| <input type="checkbox"/> Problem Analysis | <input type="checkbox"/> Attendance and Reliability |
| <input type="checkbox"/> Decision Making | <input type="checkbox"/> Loss Prevention |
| <input type="checkbox"/> Other: _____ | |

Additional Supervisory/Manager Competencies

- | | |
|---|--|
| <input type="checkbox"/> Directing Employees | <input type="checkbox"/> Resource Management |
| <input type="checkbox"/> Motivating Employees | <input type="checkbox"/> Managing Diverse Workgroups |
| <input type="checkbox"/> Culturally Competent Recruitment and Selection | |
| <input type="checkbox"/> Other: _____ | |

Future aspirations/ goals

- What learning or training opportunities do you think would enhance your current job performance?

- What career development opportunities do you think would be helpful to you?

Additional comments:

City of Portland Staff Development and Performance Review Competencies Worksheet

Employee Name: _____

Manager/Supervisor Name: _____

	Needs Improvement	Meets Expectations	Exceeds Expectations	Not Applicable
Job Knowledge/Skills	()	()	()	()
Initiative	()	()	()	()
Customer Service	()	()	()	()
Planning and Organization	()	()	()	()
Cooperation and Teamwork	()	()	()	()
Communication	()	()	()	()
Cross-Cultural Communication	()	()	()	()
Problem Analysis	()	()	()	()
Decision Making	()	()	()	()
Quality of Work	()	()	()	()
Quantity of Work	()	()	()	()
Learning Capability	()	()	()	()
Managing Change	()	()	()	()
Creativity and Innovation	()	()	()	()
Attendance and Reliability	()	()	()	()
Loss Prevention	()	()	()	()
Other: _____	()	()	()	()

Additional Supervisor/Manager Competencies

Directing Employees	()	()	()	()
Motivating Employees	()	()	()	()
Resource Management	()	()	()	()
Managing Diverse Workgroups	()	()	()	()
Culturally Competent Recruitment and Selection	()	()	()	()
Other: _____	()	()	()	()

City of Portland Staff Development and Performance Review
Employee Development Action Plan

Employee Name:

Manager/Supervisor Name:

Supervisors and employees should develop the action plan together, for all job skills or requirements which the employee is expected to develop or improve. Each action plan item should encompass the following:

- What skill, knowledge or work behavior is the employee going to work on improving or developing?
- How will the employee improve the knowledge, skill or work behavior? What training or actions will be taken?
- When will that be done? What resources or assistance may be needed?
- What is the desired outcome? When will it be achieved? How/when will supervisor follow-up/assess progress?

Action Item:

Action Item:

Action Item: