



# CITY OF FOLEY

## EMPLOYEE OBJECTIVES

Employee Name: \_\_\_\_\_

Evaluation Completed By: \_\_\_\_\_

Evaluation Period/Year: \_\_\_\_\_

<b>Rating Points</b>	
5	Excellent
4	Above Average
3	Average
2	Below Average
1	Poor

### Performance Observation & Measurement

1. Productivity: contributed to growth of Dept/City	5	4	3	2	1
2. Consistency: above & beyond job requirement	5	4	3	2	1
3. Quality: consistently high, exceeded standards	5	4	3	2	1
4. Quantity: high, production exceeded standards	5	4	3	2	1
5. Initiative: high contribution to solutions	5	4	3	2	1
6. Cost Management: served interests of City	5	4	3	2	1
7. Time Management: efficient use of resources	5	4	3	2	1

**Total Score:** \_\_\_\_\_

Comment on point(s) of strength:

Comment on how can these strength(s) can be better utilized:

Comment on point(s) of weakness:

How can these weaknesses be strengthened or improved:

Professional goals for upcoming year: (including time frame & measurement if applicable)

1.

2.

To be completed by the Supervisor

I have discussed both of the Performance Evaluations, as prepared by the Supervisor (myself) as well as that prepared by the Employee, with the employee.

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

To be completed by the Employee

I have discussed both of the Performance Evaluations, as prepared by the Supervisor as well as that prepared by the Employee (myself), with my Supervisor.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_