

**CITY OF GEORGETOWN, SOUTH CAROLINA
EMPLOYEE PERFORMANCE EVALUATION REPORT**

Supervisor

Employee:

Position:

SSN:

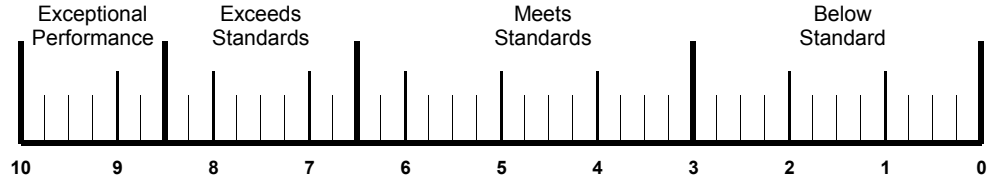
Department: Fire

Division: Suppression

Evaluation Type: Probationary Annual Special

Period From: Month Year To: Month Year

Performance Scale



<p>ELEMENT 1 - FUNCTIONAL EXPERTISE <u>Standard:</u> Demonstrates a thorough knowledge of the area of responsibility including rules, regulations, procedures, policies and principles; ensures that work is completed on time meeting standards of policy, ordinance or law; responds correctly to varying circumstances.</p>	12		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 2 - SUPERVISION EXERCISED <u>Standard:</u> Ensures that subordinate employees are available on time, properly instructed, directed and motivated; ensures the work is accomplished on schedule and according to specifications; provides appropriate feedback to employees; compliments good work, advises employees of marginal or unsatisfactory work in a timely manner and provides advice and counseling for improvement; uses performance evaluation system effectively.</p>	13		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 3 - PLANNING / STAFFING / SCHEDULING <u>Standard:</u> Organizes work in a manner to make maximum use of available resources; anticipates leave time and ensures that sufficient staff is available to accomplish assigned tasks; performs basic tasks in the absence of other employees.</p>	10		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 4 - Written Communications <u>Standard:</u> Reports, memoranda, schedules, etc. are completed on time and in required format; provides necessary details and explanation in clear and concise manner</p>	12		
<p>Supervisor's Comments:</p>			

Continued on the next page.

<p>ELEMENT 5 - ORAL COMMUNICATIONS <u>Standard:</u> Instructions, directions and basic information are provided to employees in a clear, logical and understandable manner; responds readily and in a non-intimidating manner to requests for additional information or clarification; encourages feedback, actively and attentively listens to employees.</p>	12		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 6 - SAFETY <u>Standard:</u> Conveys safety policies and regulations to employees; provides safety training and instruction to employees; observes work to ensure that safety regulations are followed and takes corrective actions as needed; ensures that accidents are reported promptly and accurately.</p>	12		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 7 - PUBLIC RELATIONS AND INTERACTION <u>Standard:</u> Presents a positive image and impression to the public; is courteous and responds to questions with accurate information or refers citizens to a knowledgeable source; displays patience, listens effectively and responds with empathy and understanding.</p>	10		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 8 - JUDGEMENT AND DECISION MAKING <u>Standard:</u> Makes logical, timely decisions; anticipates immediate and long term consequences of decisions; recognizes and analyzes problems, identifies alternatives and selects best solution.</p>	12		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 9 - ATTENDANCE AND PUNCTUALITY <u>Standard:</u> Arrives with assignment regularly and at appointed time; uses sick and other leave in accordance with established policy; seldom leaves work early.</p>	7		
<p>Supervisor's Comments:</p>			

TOTAL SCORE:	0.00
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Supervisor's Overall Comments:

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Supervisor Signature:

Date:

Assistant Fire Chief's Review:

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Assistant Chief's Signature:

Date:

Fire Chief's Comments:

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Chief's Signature:

Date:

Employee's Comments:

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Employee's Signature:

Date:

Employee's signature does not necessarily indicate agreement with the performance evaluation. It indicates only that the employee has seen the evaluation and has had an interview with his/her supervisor concerning the evaluation and goals and objectives for the next year.