

Supervisor's Worksheet

CITY OF GEORGETOWN, SOUTH CAROLINA EMPLOYEE PERFORMANCE EVALUATION REPORT

Fire Personnel

Employee:

Position: **Fire Fighter II**

SSN:

Department: **Fire**

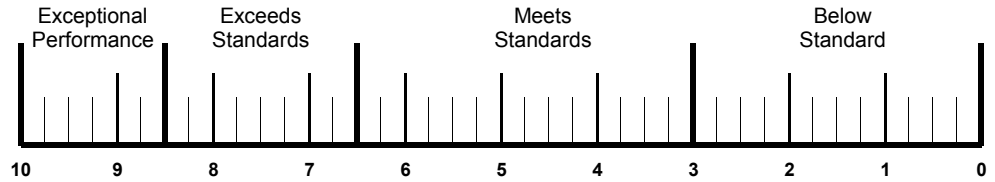
Division: **Suppression**

Evaluation Type: Probationary Annual Special

Period From:

To:

Performance
Scale



<p>ELEMENT 1 - Application of Knowledge and Expertise <u>Standard:</u> Demonstrates knowledge of proper fire fighting and rescue procedures and techniques; improvises successfully in unusual situations; no accidents or losses occur due to insufficient job knowledge or negligence.</p>	<p>15</p>		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 2 - Support of Department's Objectives / Teamwork <u>Standard:</u> Works with supervisor and other officers in building an effective team; employee's objectives, talents and efforts are directed toward the needs of the department; improved methods are suggested and attempted to improve effectiveness and solve fire and rescue problems; new and additional assignments accepted and performed; readily assists other employees; complies with departmental policies, rules and regulations.</p>	<p>10</p>		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 3 - Human Relations and Communications Skills <u>Standard:</u> Is tactful in dealing with others; expresses self in clear and understandable manner; comprehends and complies with assigned tasks; maintains composure under stress; uses correct radio and telephone procedure.</p>	<p>5</p>		
<p>Supervisor's Comments:</p>			
<p>ELEMENT 4 - Situation Assessment and Judgment <u>Standard:</u> Uses common sense and logic when evaluation a situation; adequately considers alternatives; uses discretion as situation requires; decision making is sound and requires a minimum of supervisory guidance.</p>	<p>10</p>		
<p>Supervisor's Comments:</p>			

Continued on the next page.

<p>ELEMENT 5 - Driving Skills and Knowledge of District <u>Standard:</u> Vehicle is kept under control and good driving habits are exercised at all times; is familiar with primary and secondary water supplies; demonstrates knowledge in proper placement of fire apparatus; is familiar with response problems including blocked streets, traffic patterns, etc.; exhibits good knowledge of all roads, streets and highways in the City.</p>	15		
<p>Supervisor's Comments:</p> <div style="border: 1px solid black; height: 40px;"></div>			
<p>ELEMENT 6 - Pumping and/or Operating Apparatus at the Scene <u>Standard:</u> No unnecessary delays occur in pump hook up, charging hose line or placement of apparatus into operation; demonstrates knowledge of proper pump/nozzle pressures; malfunctions of equipment and apparatus are identified and corrective actions taken.</p>	15		
<p>Supervisor's Comments:</p> <div style="border: 1px solid black; height: 40px;"></div>			
<p>ELEMENT 7 - Maintenance and Care of Apparatus and Facilities <u>Standard:</u> Consistently maintains and cares for apparatus and facilities; preventative maintenance is performed on schedule and wear/malfunctions of apparatus reported to supervisor; equipment is kept in proper location at fire scene and not lost or damaged due to carelessness; performs duties in a timely manner without close supervision.</p>	15		
<p>Supervisor's Comments:</p> <div style="border: 1px solid black; height: 40px;"></div>			
<p>ELEMENT 8 - Participation in Study and Training Programs <u>Standard:</u> Participates in training discussions and reads assigned study materials; firefighting and rescue procedures and techniques are correctly performed during training; improvements in existing methods are suggested and readily tried.</p>	10		
<p>Supervisor's Comments:</p> <div style="border: 1px solid black; height: 40px;"></div>			
<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; does not leave work early without authorization; meal periods and breaks are not abused; unassigned time while on duty is effectively used.</p>	5		
<p>Supervisor's Comments:</p> <div style="border: 1px solid black; height: 40px;"></div>			

TOTAL SCORE:

Supervisor's Overall Comments:

Supervisor Signature:

Date:

Assistant Chief's Signature:

Date:

Fire Chief's Comments:

Chief's Signature:

Date:

Employee's Comments:

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.