

# KETCHIKAN GATEWAY BOROUGH PERFORMANCE APPRAISAL

EMPLOYEE \_\_\_\_\_  
 DEPARTMENT \_\_\_\_\_  
 POSITION \_\_\_\_\_  
 DATE IN POSITION \_\_\_\_\_  
 DATE OF HIRE \_\_\_\_\_

ANNUAL REVIEW      PROBATIONARY REVIEW  
 RATED FOR PERIOD \_\_\_\_\_  
 SPECIAL REVIEW (Please specify) \_\_\_\_\_

## OVERALL PERFORMANCE RATING RATING CODE Use Increments of .5

UNSATISFACTORY (a)(b)  0	DEVELOPMENT NEEDED (b)  1	SATISFACTORY  2	ABOVE AVERAGE (a)  3	OUTSTANDING (a)  4
Fails to meet standards and/or requirements for effective performance.	Occasionally falls short of meeting expectations. Requires improvement to increase effectiveness or growth.	Meets expectations and requirements for all job phases.	Frequently exceeds expectations and requirements for job phases.	Consistently exceeds expectations and requirements for all job phases.

- a. Individual scores of less than 1.0 require written comments identifying rationale supporting the score.
- b. Individual scores of less than 2.0 require written goals and corrective activities.
- c. Individual scores of 3.5 or higher require written examples demonstrating frequency sufficient to justify the score.

Note: Overall average of 2.4 or greater needed for a one step increase, or an overall average of 3.4 or greater needed for a two-step increase (except where conflicting with collective bargaining agreements).

## SUMMARY EVALUATION

KEY RESULT AREAS	RATING
CONDUCT: Professional actions and behavior	
CAPACITY: Ability to fulfill all job functions and responsibilities	
EFFICIENCY: Ability to produce the maximum work with the minimum resources	
SKILLS: Aptitude toward the specific requirements of the position	
RESPONSIBILITY: Assumption of professional accountability	
INTEGRITY: Character, dependability, and trustworthiness	
EFFECTIVENESS: Ability to achieve a desired result	
SELF DEVELOPMENT: Progress made toward professional development	
TOTAL (Key Result Area)	
<i>Total Key Result Area divided by 8</i>	
TECHNICAL EXPERTISE/PERFORMANCE RATING*	
<i>Total Key Result Area and Technical Expertise Performance</i>	
<b>OVERALL RATING (Total Points divided by 2)</b>	

\* Attach specific position performance evaluation form.

In signing this report the employee does not indicate agreement, but acknowledges s/he has received it. If s/he wishes to add a written statement concerning any part of the report, s/he may use the comment section, or attach an additional page.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVALUATOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MANAGER/HR

FOLLOW-UP TO BE DONE: \_\_\_\_\_

(TO BE COMPLETED BY EVALUATOR)

