



CITY OF ERIE
Performance Review Form Non-Bargaining

NAME: _____ **REVIEW PERIOD:** _____

DEPARTMENT: _____ **JOB TITLE:** _____

JOB KNOWLEDGE

Knowledge of job, policies and procedures; and/or knowledge of techniques, skills, equipment, procedures, and materials.

- ☐ 5 Expert in job; has thorough grasp of all aspects of job.
- ☐ 4 Very well informed; seldom requires assistance or instruction.
- ☐ 3 Satisfactory job knowledge; performs most aspects of job well; occasionally requires assistance.
- ☐ 2 Limited knowledge of job; further training required; frequently requires assistance or instruction.
- ☐ 1 Lacks knowledge to perform job properly.

Comment:

QUALITY OF WORK

Freedom from errors and mistakes. Accuracy, quality of work in general.

- ☐ 5 Highest quality possible, job performance virtually perfect.
- ☐ 4 Quality above average with very few errors and mistakes.
- ☐ 3 Quality is satisfactory; usually produces error free work.
- ☐ 2 Room for improvement, frequent errors, work requires checking & re-doing.
- ☐ 1 Excessive errors and mistakes, very poor quality.

Comment:

QUANTITY OF WORK

Work output of the employee.

- ☐ 5 High volume producer; always does more than is expected or required.
- ☐ 4 Produces more than most; frequently does more than is required.
- ☐ 3 Handles a satisfactory volume of work.
- ☐ 2 Barely acceptable; low output; below average.
- ☐ 1 Extremely low output; not acceptable.

Comment:

RELIABILITY

The extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time. The degree to which the employee is reliable, trustworthy, and persistent.

- ☐5 Highly persistent; always gets the job done on time.
- ☐4 Very reliable; above average; usually persists in spite of difficulties.
- ☐3 Usually gets the job done on time; works well under pressure.
- ☐2 Sometimes unreliable; will avoid responsibility; satisfied to do the bare minimum.
- ☐1 Usually unreliable; does not accept responsibility; gives up easily.

Comment:

INITIATIVE AND CREATIVITY

The ability to plan work and to go ahead with a task without being told every detail and the ability to make constructive suggestions.

- ☐5 Displays unusual drive; anticipates needed actions; frequently suggests better ways of doing things.
- ☐4 Self-starter; proceeds on own with little or no direction; makes some suggestions for improvement.
- ☐3 Very good performance; shows initiative in completing tasks.
- ☐2 Does not proceed on own; waits for direction; routine worker.
- ☐1 Lacks initiative; less than satisfactory performance.

Comment:

JUDGEMENT

The extent to which the employee makes decisions which are sound. Ability to base decisions on fact rather than emotion.

- ☐5 Uses exceptionally good judgment when analyzing facts and solving problems.
- ☐4 Above average judgment; thinking is very mature and sound.
- ☐3 Handles most situations very well and makes sound decisions under normal circumstances.
- ☐2 Uses questionable judgment at times; room for improvement.
- ☐1 Uses poor judgment when dealing with people and situations.

Comment:

COOPERATION

Willingness to work harmoniously with others in getting a job done. Readiness to respond positively to instructions and procedures.

- ☐5 Extremely cooperative; stimulates teamwork and good attitude with others.
- ☐4 Goes out of the way to cooperate and get along.
- ☐3 Cooperative; gets along well with others.
- ☐2 Indifferent; makes little effort to cooperate or is disruptive to the overall group or department.
- ☐1 Negative and difficult to get along with.

Comment:

COMPLETE THIS SECTION FOR SUPERVISORY PERSONNEL ONLY

PLANNING AND ORGANIZING

The ability to analyze work, set goals, develop plans of action, utilize time. Consider amount of supervision required and extent to which you can trust employee to carry out assignments conscientiously.

- ☐5 Exceptionally good planning and organizing skills; conscientious.
- ☐4 Above average planning and organizing; usually carries out assignments conscientiously.
- ☐3 Average planning and organizing; occasionally requires assistance.
- ☐2 Room for improvement; frequently requires assistance.
- ☐1 Unacceptable planning and organizing skills.

Comment:

DIRECTING AND CONTROLLING

The ability to create a motivating climate, achieve teamwork, train and develop, measure work in progress, take corrective action.

- ☐5 Exceptional leader; others look up to this employee.
- ☐4 Above average; usually, but not always motivational.
- ☐3 Average; sometimes needs to be reminded of leadership role.
- ☐2 Needs to improve motivational and teamwork skills.
- ☐1 Unacceptable directing and controlling skills.

Comment:

DECISION MAKING

The ability to make decisions and the quality and timeliness of those decisions.

- ☐5 Exceptional decision making abilities; decisions are made in a timely manner.
- ☐4 Above average decision making abilities; usually makes sound and timely decisions.
- ☐3 Average; sometimes requires assistance in making decisions.
- ☐2 Needs to improve decision making and/or timeliness of decisions.
- ☐1 Unacceptable decisions and/or timeliness.

Comment:

PROGRESS OF PREVIOUS GOALS/OBJECTIVES

FUTURE GOALS/OBJECTIVES

MANAGER COMMENTS

EMPLOYEE COMMENTS

OVERALL PERFORMANCE RATING: _____

(total score ÷ 7 or 10, if supervisory section completed)

- 5-OUTSTANDING
- 4-EXCEEDS EXPECTATIONS
- 3-ACCEPTABLE
- 2-IMPROVEMENT NEEDED
- 1-UNSATISFACTORY

SIGNATURES

Employee: _____ Date: _____

Supervisor: _____ Date: _____

Supervisor: _____ Date: _____