

Mechanic Helper

City of _____
Performance Evaluation Form

Employee Name Job Title _____
Continuous Service Date

Initial Employee 1st 6 Month Review Employee 2nd Review for Permanent Status Permanent Employee Annual

Instructions

Using the numerical scale below, compare the performance of the employee being rated against the performance criteria listed for the each factor.

1. Select the number from the *Evaluation Scale* which best indicates your perception of that individual's performance on each of the *Criteria* and enter it in the box labeled *Performance Rating*.
2. Multiply the *Criteria* times *Performance Rating* and enter results in the column labeled *C x PR*.
3. Add the column labeled *C x PR*.
4. Divide the sum by the total *Criteria Composite*.
5. Enter the results in *Score* _____.

Your complete evaluation should reflect an average of the criteria. Examples of performance leading to the given rating must be cited for each factor.

<i>Evaluation Scale</i>					
E	M			U	
5	4	3	2	1	0

E Exceeds Expectation -Performance exceeding the supervisor's expectations.
M Meets Expectation - Performance meeting supervisor's expectations.
U Unsatisfactory - Unacceptable performance.
NA Not Applicable

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FACTOR A: SUPPORT OF UNITS OBJECTIVES: PLANNING/TEAMWORK

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Works with supervisor in building an effective team. Objectives, talents and efforts are directed toward the needs to the department and accomplishment of unit's goals.
2			
1			Improved methods are suggested or readily tried to improve effectiveness of employee's duties.
3			New and additional assignments are accepted and performed.
9	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR B: ATTITUDE TOWARD ASSIGNMENTS

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Displays interest in his/her job assignments.
3			Accepts guidance and requests direction as needed.
3			Does an assignment without complaining.
2			Concerned with citizens' opinions regarding performance of his/her duties.
11	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR C: KNOWLEDGE OF DUTIES

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Knows the duties and responsibilities of tasks assigned.
3			Can recognize problems with assignments and advises supervisor.
2			Has general understanding of related work in other classifications.
8	XXXXX		Composite Evaluation for this Factor

_____ Score

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FACTOR D: RELATIONS WITH CITIZENS AND THE COMMUNITY

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Does not antagonize citizens.
2			Knows and is responsible to community problems and advises supervisor.
3			Courtesy is demonstrated in citizen contacts.
2			Anger and verbal abuse from citizens does not adversely affect performance.
10	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR E: WORKING RELATIONSHIPS AND COOPERATION WITH OTHER PERSONNEL

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
2			Valid complaints are not received from fellow employees or supervisory personnel
3			Problems in personal relationships with other personnel do not impair work relationship.
3			Trains and guides less experienced personnel.
8	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR F: OPERATION, MAINTENANCE AND CARE OF DEPARTMENTAL EQUIPMENT

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Does not abuse vehicles through poor driving habits
3			Specified operating and safety procedures are followed in the use and maintenance of equipment
3			Equipment is checked for cleanliness and serviceability
2			Vehicles are clean and service checks made daily.
3			Equipment wear, malfunctions, damages are identified and reported
14	XXXXX		Composite Evaluation for this Factor

_____ Score

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FACTOR G: RESPONSE TO ASSIGNMENTS

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Response is made promptly, safely and appropriately.
3			Further action is rarely required.
2			Assistance provided is appropriate to the need or problem.
8	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR H: Conformance to work schedules, assignments and instructions

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Instructions are followed and assignments are completed on schedule.
3			Work does not have to be closely supervised.
2			Deviations from instructions and schedules are explained satisfactorily to supervisor.
2			Unassigned time is effectively utilized.
10	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR I: CONFORMANCE TO DEPARTMENT POLICIES, REGULARITY OR ATTENDANCE AND PUNCTUALITY

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Policies, rules and regulations are followed as prescribed.
2			Appearance meets departmental specifications.
3			No unnecessary delays in starting work as specified time.
3			No abuse of meal periods, coffee breaks, quitting time, or other special absences.
3			Supervisor is given proper notice in advance of absences.
14	XXXXX		Composite Evaluation for this Factor

_____ Score

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FACTOR J: FIELD OPERATIONS

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Work is thorough and tasks completed.
3			Wasted time is minimal between locations.
3			Employee can handle a variety of tasks.
3			Employee gives 100% to task assigned.
12	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR K: ESSENTIAL FUNCTIONS OF EMPLOYEE POSITION

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Assists in repair and maintenance of vehicles and equipment.
3			Cleans and maintains tools and equipment.
3			Performs record keeping of repair orders, equipment, etc.
3			Maintains an inventory of parts.
3			Maintains an effective working relationship with all employees of the city.
15	XXXXX		Composite Evaluation for this Factor

_____ Score

FACTOR L: SAFETY HABITS

<i>Criteria</i>	<i>Performance Rating</i>	<i>CxPR</i>	
3			Employee approaches task in a safe manner.
3			Employee wears protective equipment and clothing as required.
3			Employee work safety record since previous evaluation is good.
3			Employee notifies supervisor of any unsafe conditions.
12	XXXXX		Composite Evaluation for this Factor

_____ Score (total criteria x total performance rating)

FACTOR M: SICK LEAVE USAGE

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Hours taken _____ during _____ (identify time period).

Supervisor Comments: _____

Overall Performance Rating

Based upon evaluations, carefully read the criteria for each of the performance levels and enter the score which best describes the employee's overall performance for the evaluation period.

Performance Evaluation: Total Composite Score divided by number of Factors (12) and place score in appropriate box.

Exceeds Expectations: Performance exceeding the Supervisor's expectations.

Meets Expectations: Performance meeting Supervisor's expectations.

Unsatisfactory: Unacceptable performance: In-grade Progression for Permanent Employees will be withheld for unsatisfactory ratings, in accordance with the Classification and Pay Plan. Initial Employees may be terminated immediately. **Use of this overall rating requires completion of the remedial activities section below.**

Remedial Activities: Action needed to correct Unsatisfactory Performance Factor.

Goals/Developmental Activities: Action which supervisor and employee have agreed upon to further develop employee capabilities and to prepare him/her for greater responsibility.

Additional Supervisor Comments:

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Rater's Name: _____

Rater's Signature _____

_____ Date

Comments of Employee:

Employee's Signature _____

_____ Date

Rater's Supervisor Name: _____

Rater's Supervisor's Signature _____

_____ Date