



## EMPLOYEE PERFORMANCE EVALUATION POLICE DEPARTMENT

Name: (Last)	(First) (Initial)	Period Covered From: _____ to: _____
Status:	If Probation Date Ends:	Other:
Department:	Position Title:	Date:

**REASON FOR REVIEW:**

- Merit Increase
  Status Change
  Annual Review
  Other

It is understood that the importance of each category will vary with job classification and department. Explain your rating in terms of performance in each category. Mark the appropriate box. Use additional sheets if necessary.

**1. QUANTITY OF WORK:** Includes amount of work performed.

- RATING:  1-Unsatisfactory  2-Needs Improvement  3-Good  4-Very Good  5-Outstanding

Explain Why:

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**2. QUALITY OF WORK:** Includes accuracy, achievement of objectives, effectiveness, initiative and resourcefulness, and neatness of work product.

- RATING:  1-Unsatisfactory  2-Needs Improvement  3-Good  4-Very Good  5-Outstanding

Explain Why:

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**3. WORK HABITS:** Includes attendance, observation of work hours, completion of work on schedule, compliance with rules, policies, and directives, safety practice and use of tools and equipment.

- RATING:  1-Unsatisfactory  2-Needs Improvement  3-Good  4-Very Good  5-Outstanding

Explain Why:

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**4. INTERPERSONAL SKILLS:** Includes participation and teamwork; working cooperatively with the public; peers and subordinates; accepting advice and counseling from superiors.

RATING:  1-Unsatisfactory  2-Needs Improvement  3-Good  4-Very Good  5-Outstanding  
Explain Why:

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**5. COMMUNICATION:** Includes preparing clear and concise reports and correspondence

RATING:  1-Unsatisfactory  2-Needs Improvement  3-Good  4-Very Good  5-Outstanding  
Explain Why:

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**RATER'S OVERALL EVALUATION** – Only one rating factor to be checked. **Total Rating** \_\_\_\_% by #of items rated  
\_\_\_\_ = \_\_\_\_ Overall Rating

- 1- Unsatisfactory:** Performance is inadequate and must be corrected.
- 2- Needs Improvement:** Performance does not fully meet job requirements as indicated below.
- 3-Good:** Employee is performing as required and expected in a satisfactory manner.
- 4-Very Good:** Performance surpasses job requirements.
- 5-Outstanding:** Consistently conspicuous, distinguished performance. Employee displays initiative and creativity. Employee has substantially enhanced department efficiency and/or effectiveness.

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If an employee is eligible for a merit increase, check the following:  Granted  Deferred, re-evaluate in  
\_\_\_\_\_ months.

If an employee is eligible for permanent status, check the following:  Granted  Denied  Extended\_\_\_\_\_

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**WAYS THE EMPLOYEE CAN OR MUST IMPROVE PERFORMANCE:** (If overall rating is Needs Improvement or Unsatisfactory, a written plan of action for improvement must be included in this section. Use additional sheets if necessary).

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