

## City of Denton Employee Review 2022

### Security Verification: City of Denton Employee Review

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#### Employee Validation Page

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In order to access your review, please validate your identity by entering the last four digits of your SSN after confirming the Employee ID belongs to you.

Employee ID

[REDACTED]

Last 4 of SSN

[REDACTED]

This information will not be stored.

The employee ID and personal ID combination entered does not match J. D. Edwards. Please correct and try again. If you feel this information is in error, please contact your HR Business Partner.

# City of Denton Employee Review 2022



Employee\_ID [REDACTED]  
Employee Name [REDACTED]  
Position ID [REDACTED]  
Department/Division Parks And Rec [REDACTED]  
HBU [REDACTED]  
Supervisor [REDACTED]

## Section I: City-Wide

**Instructions:** Use the questions below to evaluate the employee, selecting the category that most accurately describes your objective assessment for each item.

Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
Employee consistently performs at a level that significantly exceeds expectations; above and beyond	Employee consistently meets expectations and may occasionally exceed expectations, satisfies all essential job requirements	Employee demonstrates inconsistent levels of performance or performs below required standards and expectations for the position; action is necessary to correct performance

### Quality of Work:

Work is completed accurately (few to no errors), efficiently and within deadlines with minimal supervision

**Supervisor Rating** Exceptional Performance/Exceeds Expectations

**Self Evaluation** Solid Performance/Meets Expectations

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### Attendance & Punctuality:

Reports for work on time, provides advanced notice of need for absence

**Supervisor Rating** Solid Performance/Meets Expectations

**Self Evaluation** Solid Performance/Meets Expectations

### Reliability/Dependability:

Follows directions, manages time and workload effectively to meet responsibilities

**Supervisor Rating**      Exceptional Performance/Exceeds Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Communication Skills:**

Written and oral communications are clear and effective; listens and comprehends well, collects and shares information transparently

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Judgment & Decision-Making:**

Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and displays creativity in problem-solving

**Supervisor Rating**      Exceptional Performance/Exceeds Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Initiative & Flexibility:**

Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes

**Supervisor Rating**      Exceptional Performance/Exceeds Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Collaboration & Teamwork**

Works in a cooperative and collaborative manner within department and with other departments, often goes above and beyond customer expectations; manages interpersonal conflicts constructively and respectfully; works across department lines to solve issues and prepare annual budget

**Supervisor Rating**      Exceptional Performance/Exceeds Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Knowledge of Position:**

Possesses required skills, knowledge, and abilities to competently perform the functions of the position

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Training & Development:**

Continually seeks ways to strengthen performance and regularly monitors new development in field of work

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**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Promoting a safe work environment:**

Demonstrates knowledge and understanding of departmental safety practices; takes initiative in correcting safety issues as they arise

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

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**Leadership – Supervisors**

Sets a high standard that others are inclined to follow. Reflects the City's Core Values

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Future Planning – Supervisors**

Continually plans and coordinates long and short-term goals, establishes plans, policies, processes that improve performance and productivity

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

**Fiscal Responsibility – Supervisors**

Processing and approving financial transactions including timecards, preparation and oversight of assigned operating and or capital budgets, and monitoring of internal controls

**Supervisor Rating**      Solid Performance/Meets Expectations

**Self Evaluation**      Solid Performance/Meets Expectations

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# City of Denton Employee Review 2022 (Cont.)

## Section II: Job-Specific Items

**Instructions:** List the major responsibilities of the position. Select the category that most accurately describes your objective assessment for each item added.

Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
Employee consistently performs at a level that significantly exceeds expectations; above and beyond	Employee consistently meets expectations and may occasionally exceed expectations; satisfies all essential job requirements	Employee demonstrates inconsistent levels of performance or performs below required standards and expectations for the position; action is necessary to correct performance

## Job-Specific Performance

Job Specific Performance

Rating

## Section III: Employee Development

**Instructions:** Use the arrow to the right of "Career Conversations" below to expand the guide for discussing with the employee their current aspirations. After discussing with the employee, check the box that most closely reflects their current mindset:

Self Evaluation      Content with Current Position

### Career Conversations

Of all the responsibilities a leader has, the development of their people is one of the most important. Successful leaders are familiar with their people's ambitions and goals and work to help them develop and achieve them. Leaders should be in constant contact with their people and hold regular developmental conversations. Use the information below as a guide to start these conversations and check-in with your employees.

#### Content with Current Position

- How can I assist you in increasing your job satisfaction?
- Is there anything we can do together to make you even more effective at work?
- What can you do to help us improve a process or customer experience or help a coworker?

#### Want More from Current Role

- What is your favorite part of your current job?
- What hidden talents or skills do you have that you'd like to be able to use at work?
- To reach your career goals, what do you need to learn next?

#### Want to Explore Possible Opportunities (Within or outside of Department)

- What processes or department(s) interest you most?
- What career(s)/job(s) interest you?
- If you could tour a facility, what would it be/ is there an employee you'd like to shadow?

#### Want Something Different

- What do you want to do that you haven't had the opportunity to do in the past year?
- What hidden talents or skills do you have that you'd like to be able to use at work?
- Are you looking for a challenge? Or are you thinking about a career change?

#### Thinking of Leaving the City

- What would convince you to stay at the City?

**Questions for the Employee to Consider:**

What were some of your major achievements this past year?

Who are your primary customers and how well have you served them in this past year?

What are some behaviors, skills, results you could improve/enhance? Describe

Are there additional skills and knowledge that would help you more effectively perform your job and/or enhance your growth opportunities?

**Section IV: Overall Comments**

**Instructions:** The supervisor and employee should use the space below to comment on any of the information contained in the Sections above. You may also use the space to detail any strengths/accomplishments, growth opportunities, goals, etc.

**Supervisor**

**Comments:**

Thank you so much for all you do for the City of Denton. It is easy to forget the accomplishments during a busy work schedule. All of the listed tasks took significant effort to accomplish. Staffing changes were a huge accomplishment on many fronts. Without the changes made to the seasonal staffing it would have significantly impacted our summer operations.

The partnership with Main Street has been helpful in our outreach and growth. Continue to push with special events and downtown improvements serving as our connection to the economic engine for our downtown. Thank you for nurturing this effort.

We do need to focus heavily on SOPs and accountability for staff. SOPS need to be reviewed, updated and in some cases drafted to provide current and future staff direction and consistency. We have noticed a number of areas for improvement over the course of the year.

We have various styles of work ethics and need to support staff with initiatives, expectations, redirection, and follow up. Evaluating staff at all levels is critical to our overall improvement. Accountability will be a focus in the coming year.

Marketing is also an area of improvement as we have had a number of different staff and at times, no staff help promote programs, events and overall services.

Please focus on completing your CPRP this year as this is in your job success profile and will help you in your career growth.