



## City of Denton Employee Review 2022

Employee Name: \_\_\_\_\_

EEID: \_\_\_\_\_

Position Title: \_\_\_\_\_

Dept: \_\_\_\_\_

HBU: \_\_\_\_\_

This short-form review for 2022 is divided into 4 sections, with additional space for supervisor and employee comments. Please complete each section and schedule time to meet with the employee to review the information. A training guide and FAQ's have been provided for your assistance. All reviews are due **ON OR BEFORE Oct 14, 2022**.

### Section I: City-Wide

**Instructions:** Use the statements below to evaluate the employee, selecting the category that most accurately describes your objective assessment for each item. A summary of the rating definitions are provided below to assist in assessing, with more examples provided in the training guide.

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

Section I: City-Wide Items	Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
<b>Quality of Work:</b> Work is completed accurately (few to no errors), efficiently and within deadlines with minimal supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Attendance &amp; Punctuality:</b> Reports for work on time, provides advanced notice of need for absence	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Reliability/Dependability:</b> Follows directions; manages time and workload effectively to meet responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Communication Skills:</b> Written and oral communications are clear and effective; listens and comprehends well; collects and shares information transparently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Judgment &amp; Decision-Making:</b> Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness and displays creativity in problem-solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p><b>Initiative &amp; Flexibility:</b> Demonstrates initiative, often seeking out additional responsibility and projects; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Collaboration &amp; Teamwork</b> Works in a cooperative and collaborative manner within department and with other departments; keeps all stakeholders in the loop, manages interpersonal conflicts constructively and respectfully; works across department lines to solve issues and prepare annual budget</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Knowledge of Position:</b> Possesses required skills, knowledge, and abilities to competently perform the functions of the position</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Training &amp; Development:</b> Continually seeks ways to strengthen performance and regularly monitors new development in field of work; receptive to feedback</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Promoting a Safe Work Environment:</b> Demonstrates knowledge and understanding of applicable safety practices; takes initiative in correcting safety issues as they arise</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Leadership – Supervisors</b> Sets a high standard that others are inclined to follow. Reflects the City’s Core Values</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Future Planning – Supervisors</b> Continually plans and coordinates long and short-term goals, establishes plans, policies, processes that improve performance and productivity</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>Fiscal Responsibility – Supervisors</b> Processing and approving financial transactions including timecards, preparation and oversight of assigned operating and or capital budgets, and monitoring of internal controls</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section II: Job Specific

**Instructions:** List the major responsibilities of the position. *Note: You can add more lines if needed, but each item included in this section must apply to every person in the same position.* Select the category that most accurately describes your objective assessment for each item added.



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<i>Employee consistently performs at a level that significantly exceeds expectations; above and beyond</i>	<i>Employee consistently meets expectations and may occasionally exceed expectations; satisfies all essential job requirements</i>	<i>Employee demonstrates inconsistent levels of performance or performs below required standards/expectations for the position; action is necessary to correct performance</i>

Section II: Job-Specific Items	Exceptional Performance/ Exceeds Expectations	Solid Performance/ Meets Expectations	Would Like You to Focus On/ Improvement Needed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Section III: Employee Development

**Instructions:** Using the “Career Conversations” document below as a guide, discuss with the employee their current aspirations. After discussing with the employee, check the box that most closely reflects their current mindset:

- Content with Current Position
- Want More from Current Role
- Want to Explore Possible Opportunities (Within or outside of Department)
- Want Something Different
- Thinking of Leaving the City

### 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 I and II to elaborate or provide examples that aligns with the rating given. You may also use the space to detail any strengths/accomplishments, growth opportunities, goals, etc.



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**Supervisor Comments (Required):**

Click or tap here to enter text.

**Employee Comments (Required):**

Click or tap here to enter text.

*By signing this form, you confirm that you have discussed this review in detail with your supervisor.  
A signature does not necessarily indicate that you agree with this evaluation.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



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### 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

- Is there anything we can do to assist you in your transition and/or prepare you for your next position?
- What would convince you to stay at the City?
- What can you do to document or share your work process with others before you leave?
- We need to begin thinking about the transition. How can we best transfer what you know to another team member?

#### 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?