

**SCOTTS VALLEY FIRE PROTECTION DISTRICT**  
Employee Performance Review

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

Review Date \_\_\_\_\_

Evaluated by \_\_\_\_\_

Evaluation Period \_\_\_\_\_

**E = Exceeds Standards** - Performance consistently and/or significantly exceeds established department standards.  
**M = Meets Standards** - Performance consistently meets established standards.  
**U = Unsatisfactory / Needs Improvement** - Performance has reached or had deteriorated to such a degree it is not acceptable by established standards.  
**NA = Not Observed or not applicable**

	E	M	U	NA
<b><u>JOB SKILLS AND ABILITY</u></b>				
1. <b>Job Understanding</b> – The degree to which the employee perceives clearly and fully the nature and functioning of his/her job in the organizational setting.				
2. <b>Job Knowledge and Skills</b> – The extent to which the employee possesses the knowledge or skill to perform the job.				
3. <b>Analytical Ability</b> – The ability to analyze facts, arrives at alternative solutions and provides acceptable recommendations.				
4. <b>Judgment</b> – The ability to interpret correctly a situation and make sound evaluations as demonstrated by practical decisions and their results.				
5. <b>Initiative in Work Improvement</b> – The extent to which the employee applies himself or herself to their responsibilities and seeks to improve the level of work by initiating action on their own to accomplish the task without direction.				
6. <b>Supervision Required</b> – The amount of supervision needed to assure that the employee will perform his/her assigned duties in an acceptable manner.				
7. <b>Physical Condition</b> – The extent to which the employee is physically capable of performing the more strenuous aspects of the job.				
<b><u>QUANTITY AND QUALITY</u></b>				
1. <b>Amount of Work Performed</b> – The volume of work produced in relation to the amount of work requiring completion or attention.				
2. <b>Completion of Work on Schedule</b> – The extent to which an employee completes work within given or reasonable times.				
3. <b>Accuracy</b> – The extent to which work is free from errors or omissions				
4. <b>Thoroughness</b> – The extent to which work is completed, with all details covered, avoiding the necessity to perform further work to complete it.				
5. <b>Neatness of Work</b> – The extent to which a finished work product exceeds the acceptable standard for legibility, cleanliness and orderliness.				
6. <b>Oral Expression</b> – The extent to which an employee is capable of verbally expressing himself or herself clearly, concisely and effectively to others.				
7. <b>Written Expression</b> – The extent to which an employee is capable of expressing his or her thoughts in writing in a logical manner and sequence, using appropriate grammar, punctuation and sentence structure.				
<b><u>WORK HABITS</u></b>				
1. <b>Observance of Working Hours</b> – The extent to which an employee deviates, without permission, being prompted and/or present during designated work periods.				

2. <b>Attendance</b> – The extent to which an employee is absent from the job.				
3. <b>Observance of Policies and Procedures</b> – The extent to which and employee follows established District Policies and SOP’s.				
4. <b>Follows Instructions</b> – The ability to perform according to written or verbal instructions.				
5. <b>Plans &amp; Organizes Work</b> – The ability to develop an approach to work which will effectively utilize time, material and manpower in an equitable manner to achieve the greatest results with a minimum of time and effort.				
6. <b>Coordinating with others</b> – The extent to which the employee organizes his or her activities to operate harmoniously with the work of others to achieve the best possible results for all.				
7. <b>Attention to Duty</b> – The extent to which an employee accomplishes work goals with a minimum amount of time and effort.				
8. <b>Care of Equipment</b> – The extent to which District equipment is properly expended, used and cared for.				
9. <b>Exercises Proper Safety Practices</b> – The extent to which the employee practices rules of safety to protect self and others.				
<b><u>ADAPTABILITY</u></b>				
1. <b>Performance in New Situations</b> – The extent to which the employee adapts with a minimum of difficulty to new orders, policy changes, new personnel, different assignments, etc. and performs properly.				
2. <b>Performance with Minimum Instructions</b> – The extent to which the employee effectively performs with brief instructions without further explanation.				
3. <b>Performance Under Stress</b> – The extent to which the employee is able to react quickly and properly under adverse conditions or in emergencies.				
<b><u>PERSONAL RELATIONS</u></b>				
1. <b>Acceptance of Supervision</b> – The manner in which the employee carries out orders or suggestions relating to specific tasks or recurring responsibilities.				
2. <b>Getting Along with Fellow Employees</b> – The extent to which the employee willingly cooperates with other employees when the job requires is.				
3. <b>Meeting and Handling the Public</b> – The effectiveness of the employee in relating to the public for the mutual satisfaction of both in carrying out specific responsibilities.				
<b><u>SUPERVISORY ABILITY</u></b> (For Supervisors Only)				
1. <b>Accepting Responsibility</b> – The extent to which the employee voluntarily performs assigned duties, accepts new duties and assumes responsibility for the actions of subordinates.				
2. <b>Planning</b> – The extent to which the employee anticipates needs, pre-plans work, and establishes appropriate schedules.				
3. <b>Organizational Skills</b> – The ability of the employee to effectively establish, coordinate and prioritize work assignments for the shift/company.				
4. <b>Decision Making</b> - The ability to consider and interpret correctly all of the important facts in solving a problem and arriving at a prompt and effective decision.				
5. <b>Improving Work Methods</b> – The extent to which the employee takes actions or provides recommendations which result in improved work efficiency or service.				
6. <b>Training</b> – The extent to which the employee recognizes deficiencies in subordinates and provides personnel training through proper instruction.				
7. <b>Evaluating Performance</b> – The extent to which the employee accurately evaluates the performance of subordinates, documents observations, and works with subordinates on correcting their deficiencies.				
8. <b>Disciplinary Control</b> – The extent to which an employee maintains a consistent and impartial standard of acceptable conduct, performance and quality of work while exercising proper and effective discipline when required.				

9. <b>Communication Skills</b> – The ability to organize thoughts and effectively express them verbally and/or in writing.				
10. <b>Counseling Skills</b> – The extent to which the employee offers advice and guidance to employees on work areas that can be improved.				
11. <b>Employee Complaints and Grievances</b> – The extent to which the employee successfully resolves complaints or grievances of subordinates.				
12. <b>Approachability</b> – The extent to which others feel free to approach him or her for guidance, advice and counsel.				
13. <b>Fairness and Impartiality</b> – The extent to which the employee judges subordinates honestly and on merit and interacts impartially toward each.				
14. <b>Leadership and Motivational Ability</b> – The ability to inspire the confidence, loyalty and willing cooperation and compliance of subordinates in accomplishing the group's responsibilities.				
<b><u>Achievements relative to objectives for this appraisal period:</u></b>				
<b><u>Goals and Objectives for next appraisal period:</u></b>				
<b><u>Employee's Remarks:</u></b>				

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Statement of Employee: I have read this performance appraisal and understand it. I have met with my supervisor and we have discussed it. With regard to this performance appraisal:

- I agree without comment.*
- I agree and have attached comments for inclusion in my personnel file.*
- I disagree without comment and desire no further meetings.*
- I disagree and have attached comments for inclusion in my personnel file. I request a meeting with the next supervisory level to discuss this performance appraisal.*

**Signature of Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_