

**TOWN OF CHARLOTTE  
EMPLOYEE PERFORMANCE APPRAISAL**

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

**Date:** \_\_\_\_\_

**Position** \_\_\_\_\_

**Review Period:** \_\_\_\_\_ to \_\_\_\_\_

**Type of Review:**    \_\_ **Annual**    \_\_ **Probationary**

**Purpose:**

1. To clarify job expectations
2. To set performance goals and evaluate progress in achieving these goals.
3. To encourage professional growth and career planning.
4. To provide direct, constructive feedback about the employee's performance, identifying strengths as well as areas needing improvement.
5. To improve communication between employee and employer.

**Work Areas**

**Quality of work**

Quality of work refers to how well the employee performs work. Work is thorough, accurate and complete. Work is neat and presentable. Work is performed consistently with skill. The employee consistently maintains quality even under pressure.

Employee Comments:

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Supervisor Feedback:

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**Quantity of work**

Quantity of work refers to the amount of work performed in relation to the time requirements of the job. The necessary amount of work is accomplished in the expected time frame. Deadlines are met.

Employee Comments:

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Supervisor Feedback:

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**Communication**

Communication refers to the verbal and written transmission of information and to the employee’s actions and attitude in communicating with others. The employee listens effectively and is open to the thoughts and ideas of others; openly shares work-related information with others; is sensitive to the need for confidentiality in certain matters; and keeps supervisor fully informed.

Employee Comments:

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Supervisor Feedback:

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**Work Attitude**

Work attitude refers to how cooperative and skillful the employee is in dealing with others. The employee is receptive to direction and raises questions and concerns in a constructive manner; is open to trying new approaches and procedures; is willing to hear constructive criticism and acts on it; is sensitive to the needs of citizens and co-workers; and is helpful to citizens, going out of the way when necessary to answer a question or solve a problem. The employee handles difficult situations with the public in a courteous, calm and tactful way; is neat and professional in appearance when dealing with the public; and is careful with equipment and sensitive to costs.

Employee Comments:

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Supervisor Feedback:

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**Initiative**

Initiative refers to the employee’s capacity to be self-reliant and to initiate new ideas. The employee demonstrates the ability to work alone without continuous supervision; finds and offers better ways to accomplish tasks; takes the initiative to ask, explore, or otherwise gain knowledge needed to perform the job; and is able to improvise when faced with obstacles to figure out how to get around them. When work is completed the employee takes it upon him/herself to move to the next task or assist co-workers as needed.

Employee Comments:

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Supervisor Feedback:

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**Dependability**

Dependability refers to the extent to which the employee can be depended upon to perform the work. The employee consistently gives his best effort from one job to another during both normal times and emergencies; is regular in attendance; and observes established work hours

Employee Comments:

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Supervisor Feedback:

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**Achievement of past year's goals:** Discuss achievement of last year's goals.

Employee Comments:

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Supervisor Feedback:

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**New goals**

Outline next year's goals. State the agreed upon goals for performance or professional development to be achieved during the next review period. Discuss areas needing improvement and include action steps and time frames to be observed. Activities might include on-the-job training, external training, special assignments or coaching.

Employee Comments:

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Supervisor Feedback:

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**Questions for Employee:**

- What do you like about your job; what is going well?

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- What aspects of your job could be improved or done differently?

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- What factors in your work situation are preventing you from being more effective?

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- What additional skills which would help you in your job, would you like to develop through training, courses, etc.?

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- Do you have any comments regarding the pay-rate system that was implemented in 2015?

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- Do you have any comments regarding the town's benefits package?

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Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature indicates that the employee has read this performance appraisal.  
Employees should feel free to attach comments to this review.)

Immediate Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

Review Committee Signatures \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_