City of
Sherwood
Oregon

Home of the Tualatin River National Wildlife Refuge

Staff Development & Performance Review Section A – Overall Evaluation Form	
Employee Name:	Manager/Supervisor:
Department:	
Review Period:	Date of Review:
Received by Employee Signature/Date	Manager/Supervisor Signature/Date:

Overall Evaluation based on essential and auxiliary duties and responsibilities of position (check off only one category):

☐ **Meets or Exceeds Standards (eligible for increase)**
Job performance meets and sometimes exceeds standards as well as makes a contribution to the success of the division and the City. Employee is fully functioning at the appropriate level.

☐ **Does Not Meet Standards (not eligible for increase)**
Job performance is unsatisfactory. Employee is consistently unable or unwilling to meet standards. A need for immediate and substantial improvement is warranted.

Overall Comments

Staff Development & Performance Review
Section B – Evaluation Sections
Employee Name: Manager/Supervisor:

Please complete each section

I. **Objectives** (when applicable) – these include the primary objectives the employee worked on during the review period. These are generally non-recurring projects, personal objectives or program assignments by the supervisor and discussed with the employee. (Resource: prior year performance goals/objections)

II. **Duties/Responsibilities** – (attach current job description) these include on-going, key or major functions of the job as defined by the manager/supervisor and provided to the employee. Is the job description or classification specification up to date and accurate? If not, what changes are recommended?

III. **Competencies** (Enter general comments here and attach *Section C – Competencies Worksheet*) – these include areas such as job knowledge, initiative, customer services skills, planning and organization for meeting goals and deadlines, cooperation and teamwork, communication, problem analysis, decision-making, quality of work, quantity of work, learning capability, managing change and innovation, attendance and reliability, supervising and motivating employees.

IV. **Recommendations** – (attach *Section D – Evaluation Development Action Plan* if necessary) suggested changes/improvement in knowledge, skills, work performance or competencies.

V. **Observations of Exceptional Performance** – how did the employee's performance exceed standards?

VI. **Objectives for Next Review Period** – these include the primary objectives for the coming review period, and may be revised as the period progresses. These are generally non-recurring projects, personal objectives, or program developments assigned by the supervisor and discussed with the employee.

VII. **Employee Comments** – allows the employee being reviewed to comment on either the process or content of the appraisal.

VIII. **Employee's Self-Evaluation/Review** – attach *Section E – Employee Self Evaluation Form*.

Staff Development & Performance Review
Section C – Competencies Worksheet

Employee Name:	Manager/Supervisor:

	Needs Improvement	Meets or Exceeds Expectations	Not Applicable
Job Knowledge/Skills	☐	☐	☐
Shares Knowledge/Experience	☐	☐	☐
Initiative	☐	☐	☐
Customer Service	☐	☐	☐
Planning & Organization	☐	☐	☐
Cooperation & Teamwork	☐	☐	☐
Communication	☐	☐	☐
Cross-Cultural Communication	☐	☐	☐
Problem Analysis	☐	☐	☐
Decision Making	☐	☐	☐
Quality of Work	☐	☐	☐
Quantity of Work	☐	☐	☐
Learning Capability	☐	☐	☐
Managing Change	☐	☐	☐
Creativity & Innovation	☐	☐	☐
Attendance & Reliability	☐	☐	☐
Safety & Loss Prevention	☐	☐	☐
Other:	☐	☐	☐

Additional Supervisor/Manager Competencies

	Needs Improvement	Meets or Exceeds Expectations	Not Applicable
Directing Employees	☐	☐	☐
Motivating Employees	☐	☐	☐
Leads Change	☐	☐	☐
Resource Management	☐	☐	☐
Managing Diverse Workgroups	☐	☐	☐
Culturally Competent Recruitment/Selection	☐	☐	☐
Other:	☐	☐	☐

Staff Development & Performance Review
Section D – Evaluation Development Action Plan

Employee Name:	Manager/Supervisor:

Supervisors and employees should develop the action plan together, for all job skills or requirements which the employee is expected to develop or improve. Each action plan item should encompass the following:

- What skill, knowledge or work behavior is the employee going to work on improving or developing?
- How will the employee improve the knowledge, skill or work behavior? What training or actions will be necessary for the employee?
- How will the City provide support?
- What is the desired outcome? When will it be achieved? How/when will supervisor follow-up/assess progress?

Action Item:

Action Item:

Action Item:

Employee Name:	Manager/Supervisor:

This is your opportunity to review the objectives for your job and let your supervisor or manager know: (1) what you accomplished during the review period; (2) what challenges you had; (3) what support you may need; (4) and in what areas you would like further training or development.

Job Responsibilities
- What projects did you work on during this evaluation period?

- What major or key tasks did you perform during this evaluation period?

- What accomplishments are you most proud of for this evaluation period?

- In which areas would you have liked more support?

- What projects, tasks or events did not go as planned during this evaluation period and why?

- Do you feel your job description is accurate and up to date? What changes, if any, would you suggest?
-

Employee Name:	Manager/Supervisor:

Prohibition of Harassment Policy

- (1) Are you familiar with the City's commitment to a harassment free workplace? (2) Do you have any questions about the City's policies governing sexual or discrimination harassment? (Please answer YES or NO and describe why.

(1)
(2)

Future aspirations/goals

- What learning or training opportunities do you think would enhance your current job performance?

- What career development opportunities do you think would be helpful to you?

Employer Support

- Do you receive sufficient supervision and support from your immediate supervisor and upper management? What changes would you like?

Other Employee Comments, Suggestions, or Concerns