TOWN OF WELLESLEY
HUMAN RESOURCES DEPARTMENT

50/60 SERIES EMPLOYEE EVALUATION FORM

This form should be used for all 50/60 series employees for their annual performance evaluation. Please fully complete the form and answer all questions. Please use additional pages if there is not enough space and attach them to this form. For a 6 month review, please disregard Part II, the goal evaluation section.

Employee to be reviewed	Title	Department
Reviewer	Title	Department/Board/Commission
Reviewer's Primary Phone Number	E-mail Address	
Review Period (Fiscal Year or 6 month review)		

Evaluation Results

Part I: This portion is used to evaluate the standardized performance dimensions for a 50/60 series employee. **Not all dimensions will apply to all employees.** Please use your best judgment and only use the dimensions that you feel apply to the employee and their position.

	Number of Completed Questions	**Score**
Job Knowledge / Core Competencies	_____	_____
Administrative Abilities	_____	_____
Communication	_____	_____
Quality of Work	_____	_____
Planning / Initiative	_____	_____
Leadership	_____	_____

Part II: Goal setting is an important part of the performance evaluation process. Please take the time to fully complete each Goal Assessment Form using the S.M.A.R.T system and G.R.O.W method. It is vital to the process that the reviewer and employee set specific follow-up dates and benchmarks to measure each goal. Please retain a copy of the Goal Assessment Form for you to review throughout the year and to use in progress meetings with the employee.

	Number of Completed Questions	**Score**
Goal Assessment #1	_____	_____
Goal Assessment #2	_____	_____
Goal Assessment #3	_____	_____
TOTAL (add Part I and Part II):	_____	_____

Please divide the **Score** total by the total **Number of Completed Questions**: _____

1.00 – 1.49	1.50 – 2.49	2.5 – 3.49	3.50 – 4.00
Unsatisfactory: performance is generally and routinely unacceptable	**Satisfactory:** performance meets the supervisor's expectations	**Highly Effective:** performance meets and occasionally exceeds the supervisor's expectations	**Exemplary:** performance exceeds the supervisor's expectations on a regular basis

Additional Comments

Acknowledgements

I have reviewed the above performance evaluation and discussed it with my manager/supervisor and have received a copy of it. My signature shall not be construed to mean either agreement or disagreement with the evaluation but rather acknowledgment that the evaluation has been seen by me and discussed with my manager/supervisor. I also understand that I have the right to submit my own statement regarding the results of the evaluation.

Employee Name | Employee Signature | Date

I have fully completed and discussed this performance evaluation with the employee and they have received a copy of it.

Reviewer Name | Reviewer Signature | Date

Core Competencies / Job Knowledge

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Remains current and knowledgeable on all new professional/technical skills and training associated with the position.	①	②	③	④	N/A
2. Possesses appropriate skills, education, experience and understanding of the position to perform the job at a professional level	①	②	③	④	N/A
3. Takes opportunities to increase knowledge of relevant job skills and looks to increase understanding of Town operations	①	②	③	④	N/A
4. Embraces new technology and operational methods in making their department (or role within the department) operate more efficiently	①	②	③	④	N/A
5. Follows fiscal guidelines, regulations, personnel policies, and department standards	①	②	③	④	N/A

Administrative Abilities / Customer Service

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Complies with all applicable by-laws, collective bargaining agreements, state and federal employment laws, personnel policies and departmental policies	①	②	③	④	N/A
2. Maintains all records, paper and electronic, in accordance with state and federal regulations and in an accessible manner	①	②	③	④	N/A
3. Demonstrates excellent customer service to all members of the public, volunteers, and employees	①	②	③	④	N/A
4. Shows the ability to listen to and understand questions and the willingness to obtain the information needed to answer the question	①	②	③	④	N/A
5. Able to effectively handle complaints and problems	①	②	③	④	N/A

Comments:

Number of Completed Questions: _____ Score: _____

Communication

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Communicates clearly and effectively at all levels	①	②	③	④	N/A
2. Conveys messages using appropriate forms of communication (email, phone, in-person, etc.)	①	②	③	④	N/A
3. Keeps all departments, co-workers and supervisors informed and provides the necessary information to all stakeholders	①	②	③	④	N/A
4. Encourages open communication, cooperation, and the sharing of knowledge and information	①	②	③	④	N/A
5. Ability to accept and understand feedback, opinions, suggestions, new ideas and comments	①	②	③	④	N/A

Quality of Work

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Work product, tasks and responsibilities are completed in a timely, efficient manner meeting the expected standards of the position	①	②	③	④	N/A
2. Functions within the Town in a professional manner	①	②	③	④	N/A
3. Offers creative solutions, new ideas and explores alternative methods to resolve issues and/or accomplish department tasks	①	②	③	④	N/A
4. Provides regular status updates for all projects, assignments and work responsibilities	①	②	③	④	N/A
5. Employee's overall work product meets the standard for the position	①	②	③	④	N/A

Comments:

Number of Completed Questions: _____ Score: _____

Planning

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Recognizes and participates in Town-wide objectives, projects and goals	①	②	③	④	N/A
2. Helps to identify and implement efficiencies, best practices or new processes within the department	①	②	③	④	N/A
3. Shares responsibility for multi-departmental tasks, responsibilities, projects and goals and participates in strategic and/or unified plans	①	②	③	④	N/A
4. Provides employees the necessary tools, guidance, resources and professional development opportunities to succeed	①	②	③	④	N/A
5. Has a defined vision for the department, strategic plans and identifies potential problems while also recommending solutions	①	②	③	④	N/A

Leadership

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

1. Fosters a work environment that builds trust and mutual respect	①	②	③	④	N/A
2. Advocates for programs, policies, and resources for the employee's position, job responsibilities and department	①	②	③	④	N/A
3. Presents a positive image to Town residents, employees, volunteers, and visitors	①	②	③	④	N/A
4. Supports teamwork and building relationships to achieve goals/projects/objectives within the department and throughout the Town	①	②	③	④	N/A
5. Makes decisions in a timely manner that are clear, consistent and transparent and aligns with department and Town goals	①	②	③	④	N/A

Comments:

Number of Completed Questions: _____ Score: _____

Goal Evaluation Form

Status: ☐ Achieved ☐ Partially Achieved ☐ Not Achieved

Goal:

Evaluating the success of a goal is more than determining if it has been achieved or not. Evaluate the employee's performance in the steps taken to complete the goal and indicate the impact that accomplishing the goal has had on the department and/or the employee.

1 = Unsatisfactory 2 = Satisfactory 3 = Highly Effective 4 = Exemplary

Communication: How effective was the employee's communication skills in achieving the goal?	①	②	③	④	N/A
Quality of Work: Did the employee meet the expected quality of work?	①	②	③	④	N/A
Productivity: Did the employee consistently meet the set benchmarks and deadlines?	①	②	③	④	N/A
Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?	①	②	③	④	N/A
Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?	①	②	③	④	N/A

Comments:

Number of Questions Completed: _____ **Score:** _____

Goal Evaluation Form

Status: ☐ Achieved ☐ Partially Achieved ☐ Not Achieved

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Productivity: Did the employee consistently meet the set benchmarks and deadlines?	①	②	③	④	N/A
Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?	①	②	③	④	N/A
Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?	①	②	③	④	N/A

Comments:

Number of Questions Completed: _____ **Score:** _____

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Quality of Work: Did the employee meet the expected quality of work?	①	②	③	④	N/A
Productivity: Did the employee consistently meet the set benchmarks and deadlines?	①	②	③	④	N/A
Improvement: Did achieving the goal demonstrate a positive outcome for the employee and/or department?	①	②	③	④	N/A
Adaptability: How successfully did the employee manage changes, setbacks or interruptions in accomplishing the goal?	①	②	③	④	N/A

Comments:

Number of Questions Completed: _____ **Score:** _____

Goal Development Form

Goal #1

How this goal will be considered achieved:

Expected achievement date:

Goal #2:

How this goal will be considered achieved:

Expected achievement date:

Goal #3:

How this goal will be considered achieved:

Expected achievement date: