



This form is used to gather input from Department Heads who have regular interactions with the employee being evaluated. This form will be forwarded to the Board Chairperson/Supervisor of the employee during the employee's annual performance review.

Please answer all questions honestly and to the best of your ability.

Employee to be reviewed	Title	Department
Reviewer	Title	Department
Primary Phone Number	E-mail Address	
	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Review Period (Fiscal Year or 6 month review)	May the Board Chairperson/Supervisor contact you for further discussion?	

Interaction

How often do you typically interact with the employee?

- Every day
 Few times a week
 Few times a month
 Every few months
 Unknown

Interactions with the employee and the employee's department are vital to your department's operation and success

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Other:

Communication

Communicates well orally and in written form

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Effectively uses email and electronic communications, such as text messages, website postings, shared network folders, MUNIS, etc.

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Displays good listening skills

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Keeps all departments informed of major developments and provides the necessary materials to keep all departments informed

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Delivers both good and bad news directly, appropriately and in a timely manner

- Strongly Agree
 Agree
 Disagree
 Strongly Disagree
 Unknown

Displays patience and tact

Strongly Agree Agree Disagree Strongly Disagree Unknown

Understands when it is appropriate to use emails vs. phone communication

Strongly Agree Agree Disagree Strongly Disagree Unknown

Leadership

Maintains confidentiality and fosters a work environment of trust and mutual respect

Strongly Agree Agree Disagree Strongly Disagree Unknown

Promotes cooperation, fairness and equity

Strongly Agree Agree Disagree Strongly Disagree Unknown

Able to advocate for programs, policies and procedures for the employee's department

Strongly Agree Agree Disagree Strongly Disagree Unknown

Presents a positive image to Town residents, employees, volunteers, and visitors

Strongly Agree Agree Disagree Strongly Disagree Unknown

Demonstrates high professional and ethical standards

Strongly Agree Agree Disagree Strongly Disagree Unknown

Supports team work to achieve goals/projects/objectives that involve multiple departments

Strongly Agree Agree Disagree Strongly Disagree Unknown

Makes realistic commitments that the employee can deliver

Strongly Agree Agree Disagree Strongly Disagree Unknown

Allows for differences in approach and style

Strongly Agree Agree Disagree Strongly Disagree Unknown

Makes decisions in a timely manner

Strongly Agree Agree Disagree Strongly Disagree Unknown

Accepts accountability for department's work

Strongly Agree Agree Disagree Strongly Disagree Unknown

Manages and encourages a healthy work/personal life balance for all employees

Strongly Agree Agree Disagree Strongly Disagree Unknown

Effectively manages department's vacation and sick leave usage

Strongly Agree Agree Disagree Strongly Disagree Unknown

Makes clear, consistent, and transparent decisions

Strongly Agree Agree Disagree Strongly Disagree Unknown

Works to understand perspectives of others

Strongly Agree Agree Disagree Strongly Disagree Unknown

Works well with volunteers and volunteer organizations

Strongly Agree Agree Disagree Strongly Disagree Unknown

Core Competencies and Quality of Work

Is knowledgeable in all aspects of the job

Strongly Agree Agree Disagree Strongly Disagree Unknown

Displays a positive and cooperative attitude about job responsibilities, assigned work and the Town

Strongly Agree Agree Disagree Strongly Disagree Unknown

Functions within the Town in a professional manner including: attends all required meetings, always punctual, provides notice of absences/illness

Strongly Agree Agree Disagree Strongly Disagree Unknown

Offers creative solutions and explores unconventional methods to accomplish department tasks

Strongly Agree Agree Disagree Strongly Disagree Unknown

Is knowledgeable about all administrative tasks and fully complies with Town policies, procedures, collective bargaining agreements and by-laws

Strongly Agree Agree Disagree Strongly Disagree Unknown

Participates in professional development and continuing education opportunities

Strongly Agree Agree Disagree Strongly Disagree Unknown

Seeks and accepts direction when necessary

Strongly Agree Agree Disagree Strongly Disagree Unknown

Employee's work product meets the standard for the position

Strongly Agree Agree Disagree Strongly Disagree Unknown

Strategic Planning

Recognizes and fully participates in Town wide objectives, projects and goals

Strongly Agree Agree Disagree Strongly Disagree Unknown

Adopts new methods or best practices for the employee and the department

Strongly Agree Agree Disagree Strongly Disagree Unknown

Provides employees within his or her department with the necessary tools, resources and professional development to succeed

Strongly Agree Agree Disagree Strongly Disagree Unknown

Identifies problems, recommends and executes solutions

Strongly Agree Agree Disagree Strongly Disagree Unknown

Shares responsibility for multi-departmental projects and goals

Strongly Agree Agree Disagree Strongly Disagree Unknown

Additional Questions

What are the employee's greatest strengths / What are some opportunities for improvement:

Please describe one project or issue that you worked with the employee on this year and provide feedback about it:

Is there anything else you wish to discuss or have other comments or suggestions:

Please return this form to:

Human Resources
Town of Wellesley
525 Washington Street
Wellesley, MA 02482

Reviewer's Signature

Date