

**TOWN OF MANCHESTER, CONNECTICUT  
EMPLOYEE PERFORMANCE EVALUATION REPORT  
FOR RESIDUAL/SUPERVISORY EMPLOYEES**

Employee Name \_\_\_\_\_  
(Last, First, Middle Initial)

Hire Date: \_\_\_\_\_ Position Title: \_\_\_\_\_

Division \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Purpose:             Probationary             Intermediate             Annual

Job Description Section: Attach a copy of job description. Discuss each area. Correlate discussion with performance factors on page 2. Attach additional sheets as necessary.

A. Job Strengths:

B. Areas Needing Improvement:

C. Recommended Strategies for Improvement:

D. Achievement of Goals since last evaluation:

E. Statement of Future Goals: (to be developed in conjunction with employee)

Performance Factors:

| <b>Rating</b>                        | Unsatisfactory           | Marginal                 | Satisfactory             | Exceeds Standards        | Excellent                |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Quality of Work                      | <input type="checkbox"/> |
| Initiative                           | <input type="checkbox"/> |
| Accepts Direction and Responsibility | <input type="checkbox"/> |
| Attitude                             | <input type="checkbox"/> |
| Judgment                             | <input type="checkbox"/> |
| Quantity of Work                     | <input type="checkbox"/> |
| Employee and Public Contact          | <input type="checkbox"/> |
| Performance Under Duress             | <input type="checkbox"/> |
| Observances of Work Hours/Attendance | <input type="checkbox"/> |
| <b>Final Overall Rating</b>          | <input type="checkbox"/> |

Remarks: (For Supervisor/Department Head) Any excellent or unsatisfactory ratings require explanation.

Employee Comments:

I have discussed job performance with this employee and he/she fully understands the basis for it.

I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date of Discussion

\_\_\_\_\_  
Date of Discussion