TOWN OF MANCHESTER, CONNECTICUT
UNAFFILIATED EMPLOYEE EVALUATION
REPORT FOR EVALUATION YEAR 2014-2015

Employee Name: _____

Position Title: _____

Date of Hire: _____

Salary Range **2015-2016**	Minimum $	Maximum $
Current Salary: $	**Previous Year's Merit** **July 1, 2014 $ _____**	

Merit Increase $_____ Effective Date _____

Adjusted Base Salary: $ _____

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Dede Moore, Director of Administrative Services

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EVALUATION BY DEPARTMENT HEAD:

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

Evaluation by Department Head:

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Statement of Goals (to be developed in conjunction with Dept. Head):

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_____

Performance Factors:

Rating	*Marginal*	*Satisfactory*	*Superior*
Communication Skills-verbal & written			
Team Participation			
Attitude/Initiative			
Cooperation/Accepts Direction			
Quality of Work			
Judgment			
Accepts Responsibility/Accountability			
Quantity of Work			
Employee/Public Contact			
Performance Under Duress			
Observance of Work Hours/Attendance			

_____
Department Head Signature

Employee Comments:

_____

_____

_____

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

_____ _____
Employee's Signature Date of Discussion