

2024 Mid manager/Supervisor Performance Development

Name: _____ Department: _____
 Employee ID: _____ Division: _____
 Position _____ Date: _____

Guidelines

1. **Enter Rating:** Score each competency from **1** (Needs Significant Improvement) to **5** (Exceptional) based on the employee’s performance.
2. **Enter Rationale/Evidence:** In the comments section, provide specific examples or situations that justify the score given (e.g., completed xyz projects, attendance records, data points).
3. **Process:** The manager and employee will complete the evaluation, submit it for Director’s approval and then route it to the employee
4. **Co-create:** Individual development plans according to priorities

Metrics

Scale	Description	Priorities for Individual Development Plan
1- Needs Significant Improvement	The employee is not meeting basic expectations	Remediation
2- Developing	The employee is showing minimal improvement	Remediation
3- Proficient	The employee is meeting basic expectations	Set strong development goals
4- Exceeds Expectations	The employee sometimes exceeds expectations for role	Set up new tasks and challenges
5- Exceptional	The employee always exceeds expectations and sets new standards for roles.	Set up leadership pathway

Alignments

City Core Values	Competency
People-Centered, Professionalism, Exceptional Service, Accountability	Interpersonal Skills & Self-Growth
Professionalism, Accountability, Innovation	Occupational Skills & Knowledge (Customize)
Professionalism, Accountability, Exceptional Service	Operational Efficiency
Innovation, Accountability	Problem Solving
People-Centered, Equity, Accountability	Team Leadership



DEPARTMENT OF
**HUMAN
 RESOURCES**

Rubric

Competency	Needs Significant Improvement (1)	Developing (2)	Proficient (3)	Exceeds Expectations (4)	Exceptional (5)	Rating	Provide evidence/ rationale for rating
Interpersonal Skills & Self-Growth	Does not communicate respectfully; operates with a negative outlook; avoids or resists feedback and training.	Struggles with clear communication; shows willingness to improve with feedback and training.	Communicates clearly and maintains positivity; reflects on feedback, attends trainings and applies it to improve.	Excellent communicator: actively seeks feedback and continuously develops new skills by leveraging training and growth opportunities.	Effectively influences others through strong communication skills, consistently reflects on actions, and proactively anticipates growth opportunities.		
Occupational Skills & Knowledge (Customize)	Lacks essential skills or domain knowledge needed for the role; impacts performance negatively.	Developing necessary skills but still requires regular support and supervision.	Demonstrates the required skills and domain knowledge; applies them consistently in day-to-day operations.	Proactively enhances expertise; seeks learning opportunities and stays updated with trends to improve competency.	An industry expert continuously learns, shares knowledge, and drives innovative practices within the team or department.		
Operational Efficiency	Struggles to manage operations; frequently misses deadlines and disrupts workflow.	Requires frequent support to maintain workflow; inconsistent with meeting deadlines.	Manages operations effectively with minimal supervision; meets most deadlines reliably.	Streamlines operations, maintains efficiency, and consistently meets deadlines even under pressure.	Continuously improves processes, prioritizes tasks effectively, and delivers projects with exceptional quality.		
Problem Solving	Avoids addressing issues or creates additional problems; lacks initiative.	Identifies problems but needs assistance to solve them effectively.	Resolves most issues independently with appropriate solutions; demonstrates sound judgment.	Proactively anticipates challenges; sometimes comes up with new solutions and implements them successfully.	Innovates solutions to complex problems, leading initiatives that enhance team or department performance.		
Team Leadership	Fails to motivate or guide team members; team is misaligned with department goals.	Leadership is inconsistent; team results vary; goals are understood but needs high support to pursue them effectively.	Provides reliable leadership; team meets their goals and aligns with department priorities.	Inspires high performance; fosters teamwork and ensures alignment between individual and department goals.	A highly effective leader motivates top-tier performance, mentors future leaders, and makes an effort to exceed departmental goals.		

Employee Comments:

Supervisor's Signature:

Date:

Employee's Signature:

Date:

DH or Designee Initials:

Date:

2024 Individual Development Plan

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Position _____ Date: _____

Competency	What is your goal?	What is the planned development activity?	What tools/ resources are required?	How will you measure success?	Timeframe