

2024 Field Staff-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, Equity, Professionalism	Communication
Professionalism, Accountability, Innovation	Work Quality
Professionalism, Accountability	Attendance & Punctuality
Exceptional service, Accountability	Safety
Equity, People centered	Teamwork



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
Communication	Often rude or disrespectful; avoids listening to others.	Sometimes communicates respectfully but needs support and reminders to improve.	Communicates respectfully most of the time; listens to others and responds kindly.	Consistently communicates respectfully, listens carefully, speaks politely, and values others' opinions.	Exemplifies respectful communication; fosters a positive, welcoming environment through active listening and thoughtful interactions.		
Work Quality	Often leaves tasks incomplete or makes frequent mistakes.	Sometimes leaves tasks incomplete, needs frequent reminders or corrections.	Completes tasks accurately with minimal mistakes.	Performs tasks well, makes almost no errors, and proactively seeks better ways to solve problems.	Consistently delivers exceptionally well work; introduces innovative ideas that improve processes and inspire others to excel.		
Attendance & Punctuality	Often late or absent; unreliable.	Sometimes late or absent but communicates about absences; showing improvement.	Usually punctual and reliable in attendance.	Always on time, fully prepared for work, and occasionally volunteers for additional tasks if asked.	Always punctual and reliable; proactively supports others by offering help when needed.		
Safety	Often forgets safety rules; sometimes puts self or others in danger.	Tries to follow safety rules but requires frequent reminders.	Follows safety rules consistently and works safely without reminders.	Consistently promotes safety by reminding others and adhering to safety protocols.	Proactively ensures a safe environment, mentors others on safety, and implements practices to enhance workplace safety.		
Teamwork	Struggles to work with others; displays a negative attitude.	Sometimes works with the team when asked but is not always consistent or engaged.	Works well with others, contributes positively, and maintains a good attitude.	Consistently supports team efforts with a positive attitude and encourages collaboration.	Leads by example; actively supports, motivates, and inspires others to achieve team goals with enthusiasm.		

Employee Comments:

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

DH or Designee Initials: _____ Date: _____

2024 Individual Development Plan

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

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