

2024 Employee/Individual Contributor Performance Development

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

Guidelines

- Enter Rating:** Score each competency from **1** (Needs Significant Improvement) to **5** (Exceptional) based on the employee’s performance.
- 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).
- Process:** The manager and employee will complete the evaluation, submit it for Director’s approval and then route it to the employee
- 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
Accountability	Self-Improvement
People-Centered, Professionalism	Communication & Customer Focus
Professionalism, Exceptional Service	Quality of Work
Accountability, Professionalism	Dependability
People-Centered, Equity, Accountability	Team Collaboration



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
Self-Improvement	Avoids responsibility for mistakes; blames others; lacks self-awareness and does not engage in training.	Sometimes takes responsibility but needs reminders; reflects and learns inconsistently; participates in training only when pushed.	Takes ownership of tasks and actions; reflects on performance regularly; attends all required trainings.	Consistently takes initiative, owns mistakes, and reflects on actions to drive self-improvement; actively seeks training opportunities.	Anticipates challenges and adjusts behavior proactively; reflects deeply and seeks feedback; pursues training both within and beyond the workplace.		
Communication & Customer Focus	Communicates poorly; struggles to engage with customers or meet their needs; frequently creates misunderstandings.	Communication and customer engagement are inconsistent; needs strong support to meet expectations.	Communicates clearly; meets customer needs and resolves issues with minimal guidance.	Communicates clearly and effectively, provides exceptional service, and consistently exceeds customer expectations.	Inspires others with outstanding communication skills; enhances relationships and sets new standards in customer engagement.		
Quality of Work	Work contains frequent errors; needs constant oversight and corrections.	Work is completed but contains avoidable errors; occasionally needs rework.	Produces accurate and reliable work that meets expectations; rarely makes errors	Produces high-quality work; rarely makes errors and has strong through attention to detail.	Consistently produces high quality work that sets new standards; proactively corrects issues and mentors' others to improve their quality.		
Dependability	Frequently misses deadlines; attendance is unreliable; does not meet any expectations.	Occasionally meets deadlines but requires regular oversight and reminders to stay on track.	Meets deadlines; maintains reliable attendance and requires minimal supervision.	Delivers according to deadlines and prioritizes tasks; manages workload to exceed expectations.	Proactively ensures team deadlines are met; goes beyond personal responsibilities to support team success.		
Team Collaboration	Disrupts collaboration; struggles to work with others; creates conflicts; maintains a negative attitude toward teamwork.	Collaboration is inconsistent; sometimes disengaged or uncooperative, though occasionally contributes.	Works well with others, supports team goals, and contributes to team dynamics as required.	Actively fosters collaboration, supports others, and drives positive team outcomes.	Exemplifies collaborative leadership; enhances team success through mentorship and consistent support.		

Employee Comments:

Supervisor's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

DH or Designee Initials: _____ Date: _____

2024 Individual Development Plan

Name: _____ Department: _____
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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