

**City of New Bern, North Carolina
Employee Performance Evaluation Report
Form C (NonSupervisory): Professional**

Employee: _____ Position: _____ or _____
 Employee #: _____
 Department: Parks Recreation and Cultural Serviv Division: Athletics

Type of Evaluation Probation Annual Special Period 1/1/2019 to 12/31/2019

Core Competency 1: Job Knowledge

Definition: Knowledge of policies and procedures; and knowledge of techniques, skills, equipment, and materials

Job Specific Tenants: Professional knowledge is sufficient to enable employee to perform most duties without assistance; recognizes issues and circumstances that require the attention and assistance of higher authority; demonstrates knowledge of City policies, as well as Federal, State and local laws, regulations and procedures pertaining to area of responsibility. Continuously learns about area of responsibility and associated trends and best practices.

5 - Expert in job, has thorough grasp of all phases of job	4 - Very well informed, seldom requires assistance and instruction	3 - Satisfactory job knowledge; understands and performs most phases of job well. Occasionally requires assistance or instruction	2 - Limited knowledge of job, further training required. Frequently requires assistance or instruction	1 - Lacks knowledge to perform job properly
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Supervisor Rating: _____ 4

Supervisor Comments

continues to demonstrate a knowledge and understanding of the job principles. Continues to learn about areas of responsibility along with best practices. also show knowledge of City policies and an understanding of the importance of providing a service for our customers.

Employee Comments

Core Competency 2: Quality of Work

Definition: Produces correct, complete, and thorough work. Accuracy; quality of work in general. Uses good judgment

Job Specific Tenants: Is familiar with traditional and current research procedures and methods of analysis including computer based data sources; collects raw data from appropriate sources; analyzes data, reaches conclusions, prepares and explains alternative recommendations and anticipated results in logical, understandable and defensible manner; recognizes and reports trends. Able to detect process and procedural problems and propose alternative policies and procedures; proposals are thoroughly developed and potential conflicts resolved. Exercises judgment in executing duties and responsibilities.

5 - Highest quality possible, final job virtually perfect. Exercises near flawless judgment	4 - Quality above average with very few errors and mistakes; judgment rarely or never questioned	3 - Quality very satisfactory; usually produces acceptable work; exercises good judgment	2 - Room for improvement; frequent errors; work requires checking and re-doing; sometimes shows poor judgment	1 - Excessive errors and mistakes; very poor quality; often shows poor judgment
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Supervisor Rating: _____ 4

Supervisor Comments

is familiar with traditional and current research procedures. He exercises good judgment while performing duties and works on resolving conflicts within his programs. Example executing the plan to take up football equipment after the last game to assure equipment was collected from each player.

Employee Comments

[Empty box for Employee Comments]

Core Competency 3: Quantity of Work

Definition: Work output of the employee

Job Specific Tenants: Applies technical knowledge of job effectively and efficiently; recognizes and undertakes additional tasks as needed

5 – High volume producer; always does more than is expected or required	4 – Produces more than most; above average	3 – Handles a satisfactory volume of work; does what is required	2 – Barely acceptable output that is below average and less than expected	1 – Extremely low output; not acceptable
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Supervisor Rating: 3

Supervisor Comments

works to improve existing programs such as kids In Canoes and has proposed some new programming opportunities. Such as Run Jump and Throw track program for the spring.

Employee Comments

[Empty box for Employee Comments]

Core Competency 4: Support of Strategic Goals

Definition: Work supports strategic goals of the division, department, and the City

Job Specific Tenants: Employee takes an active role in goal setting, project planning and internal affairs of the department; goals, talents and efforts are directed toward the needs of the department and the City; prioritizes goals and plans based upon substantiated needs; innovative ideas are advanced and encouraged in solving problems and improving the effectiveness of the City government; displays initiative in performance of duties.

5 – Employee takes an active role in goal setting and takes initiative to solve problems and improve efficiency	4 – Uses some innovation in the performance of duties; puts needs of the department and City ahead of personal professional goals	3 – Talents and efforts are directed at the needs of the department and City	2 – Does what is asked and nothing more; does not understand the larger picture of why they are doing tasks	1 – Takes zero initiative to improve anything about job, function, department, or City
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Supervisor Rating: 3

Supervisor Comments

has taken an active role on goal setting and his efforts are online with programming goals of the department. He continues to perform duties as assigned and takes and active role in problem solving for ways to improve programs.

Employee Comments

[Empty box for Employee Comments]

Core Competency 5: Communications and Public Relations

Definition: Ability to convey and receive information; presents a good public image

Job Specific Tenants: Ideas, concepts, details and instructions are verbalized in a clear, understandable manner; converses well one-on-one and in front of groups; conveys information effectively to others not versed in the particular field of expertise. Presents a positive image and impression to the public; is courteous and responds to questions with accurate information or refers citizens to a knowledgeable source; displays patience, listens effectively and responds with empathy and understanding.

5 – Highest quality communications; rarely asks twice and never passes misinformation; presents a stellar image to the public and is a model employee	4 – Better than average ability to listen, comprehend, and communicate. Presents an above average image as a city employee	3 – Uses proper oral, written, and grammatical skills; presents a proper appearance and attitude to the public	2 – Communication usually has errors; has to be told something more than once; does not portray a positive image of division, department, or city	1 – Excessive errors and mistakes in communications or interpretations of assignments; presents a poor image as a city employee
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Supervisor Rating: 3

Supervisor Comments

Conveys information effectively to customers not versed in the field. show patience and listens effectively and response appropriately when communicating with volunteers and customers.

Employee Comments

Core Competency 6: Reliability

Definition: Is available, reliable, trustworthy, and persistent. Arrives at work on time; prompt attendance at meetings; timely response to assignments and completes them within deadlines. Observes policies, rules and regulations.

Job Specific Tenants: Arrives at work assignment regularly and at appointed time; uses sick and other leave and takes breaks in accordance with established policy. Accepts responsibility for completion of work; new or additional assignments are accepted and performed. Is available, reliable, trustworthy, and persistent.

5 – Seeks additional tasks and is often relied upon for pop-up, emergent, or extra work. Never requires supervision for daily tasks and gets work done on time or ahead of deadlines. Always regular and prompt	4 – Persists in accomplishing tasks with little supervision. Prompt and regular in attendance; pre-planned, communicated absences.	3 – Completes tasks with minimum supervision; follows instructions and procedures. Usually completes tasks within deadlines. Usually present and on time, normally pre-planned and communicated absences.	2 – Lax in attendance and/or reporting on time. Sometimes unreliable. Will avoid responsibility and is satisfied to do the minimum	1 – Often absent without sufficient reason and/or does not report on time. Usually unreliable; does not accept responsibility; gives up easily
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Supervisor Rating: 4

Supervisor Comments

Arrives at work as assigned and uses leave appropriately. Accepts responsibility for completion of work and additional assignments. Worked hard on proposals submittal of programs proposals.

Employee Comments

Core Competency 7: Safety

Definition: Contributes to a safe and secure environment for citizens and fellow employees by following established procedures and protocols as appropriate by job function

Job Specific Tenants: Performs duties with concern for safety of self and others; operates equipment using appropriate safety procedures; keep work station clean and free of debris, unrelated work material and unsafe obstructions; uses required safety clothing and equipment and employs proper lifting procedures; promotes safety to associates.

<p>5 – Consistently identifies, reports, and offers solutions to incidents, hazards, and near misses. Takes initiative to advance safety within division or department; no reported safety violation this period</p>	<p>4 – Always follows safe practices and encourages others to do the same. No reported safety violations this period</p>	<p>3 – Consistently follows safe work practices and learns from mistakes.</p>	<p>2 – Inconsistently follows safe work practices; inconsistently applies knowledge gained from training; reported safety violation this period</p>	<p>1 – Does not follow safe work practices and has multiple violations of safety procedures</p>
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Supervisor Rating: 4

Supervisor Comments

performs duties with concerns for safety for self and others. For the past season I as done a good job with youth football informing coaches of the importance of the heads-up program and the awareness of potential concussion.

Employee Comments

Score Summary

Core Competency	Rating	Weight	Total
1. Job Knowledge	4	14.29%	0.572
2. Quality of Work	4	14.29%	0.572
3. Quantity of Work	3	14.29%	0.429
4. Support of Strategic Goals	3	14.29%	0.429
5. Communication and Public Relations	3	14.29%	0.429
6. Reliability	4	14.29%	0.572
7. Safety	4	14.29%	0.572

Overall Score 3.6

COMPLETE COMMENT/SIGNATURE SECTIONS ON FINAL PAGE

Supervisor Overall Comments

<p>continues to grow in the profession. Has recently begun to step up.</p>	<p>Signature/Date <i>[Signature]</i> 1-30-2020</p>
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Reviewing Authority Overall Comments

	<p>Signature/Date</p>
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Employee Overall Comments

<p>Will do a better job in growing in areas graded a 3, while also striving for continued improvement in all areas. My goal is to grow in this department even further in 2020.</p>	<p>Signature/Date <i>[Signature]</i> 2/4/20</p>
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Department Head Overall Comments

<p>Keep up the good work!</p>	<p>Signature/Date <i>[Signature]</i> 1-28-2020</p>
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