

**TOWN OF MANCHESTER, CONNECTICUT  
EMPLOYEE PERFORMANCE EVALUATION REPORT  
FOR RESIDUAL/SUPERVISORY EMPLOYEES**

Employee Name \_\_\_\_\_  
(Last, First, Middle Initial)

Hire Date: \_\_\_\_\_ Position Title: \_\_\_\_\_

Division \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

Purpose:             Probationary             Intermediate             Annual

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

A. Job Strengths:

B. Areas Needing Improvement:

C. Recommended Strategies for Improvement:

D. Achievement of Goals since last evaluation:

E. Statement of Future Goals: (to be developed in conjunction with employee)

Performance Factors:

<b>Rating</b>	Unsatisfactory	Marginal	Satisfactory	Exceeds Standards	Excellent
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts Direction and Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee and Public Contact	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance Under Duress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Observances of Work Hours/Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Final Overall Rating</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks: (For Supervisor/Department Head) Any excellent or unsatisfactory ratings require explanation.

Employee Comments:

I have discussed job performance with this employee and he/she fully understands the basis for it.

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

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date of Discussion

\_\_\_\_\_  
Date of Discussion