

**CITY OF HICKORY**  
**Performance Evaluation**  
**(Non-Supervisor)**

**Name:**  
**Review:**  
**Due:**  
**Position:**  
**Supervisor:** \_\_\_\_\_

The requirements listed for each category being evaluated are examples only. You may have additional items you wish to evaluate. Please support your rating by summarizing performance in the comments section.

An on-line version of this form is available at [CityCommon/Forms/Performance Evaluation \(Not Supervisor\)](#).

**Attendance and Punctuality** *(the degree to which the employee can be depended upon to be available for work and complete work responsibilities)*

- Schedules time off in advance
- Adheres to allotted times and departmental policies for breaks and lunches
- Follows departmental policies for notification of absences
- Maintains consistent work attendance
- Has no unexcused absences
- Begins work, meetings, and appointments on time
- Adheres to department standards for attendance and punctuality

- Meets requirements
- Unacceptable

**Comments:**

**Name:**

**Review:**

**Due:**

**Work Habits** *(the manner in which the employee conducts him or herself in the work environment)*

- Observes applicable laws, rules, policies and procedures
- Works extra hours as required
- Follows safety standards and procedures
- Properly uses and maintains equipment
- Keeps work area neat and clean
- Works steadily and actively
- Assumes responsibility for work site and coworkers as required
- Adjusts schedule as needed

Exceeds requirements

Meets requirements

Unacceptable

**Comments:**

**Name:**

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**Interactions with others** (*the extent to which the employee shows understanding to the needs and problems of internal and external customers*)

- Demonstrates cooperation and flexibility
- Responds positively to supervision
- Offers and accepts constructive criticism
- Actively contributes to team/department/city goals and projects
- Acts independently within established guidelines
- Interacts positively with a variety of people in different situations
- Works cooperatively and effectively with others to achieve unit goals
- Meets the expectations and requirements of internal and external customers
- Has a clear understanding of who the organization's customers are
- Communicates and acts with customers in mind

Exceeds requirements

Meets requirements

Unacceptable

**Comments:**

**Name:**

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**Quality of Work** (*the extent to which the employee completes work duties accurately within established time frames*)

- Performs work thoroughly, neatly and accurately
- Completes work on time
- Work consistently meets department standards with few or no errors
- Uses time effectively and productively
- Work shows attention to detail

Exceeds requirements

Meets requirements

Unacceptable

**Comments:**

**Name:**

**Review:**

**Due:**

**Job Knowledge** *(the degree of familiarity with procedures and equipment essential to the job)*

- Maintains and applies skills needed to perform the job effectively
- Learns new skills as needed
- Operates assigned equipment efficiently and effectively
- Applies new and existing knowledge, skills and abilities
- Makes decisions consistent with skills and experience
- Effectively identifies and implements alternate solutions
- Maintains a clear understanding of daily tasks
- Prioritizes work in a manner consistent with organizational and departmental objectives
- Understand and performs all functions and elements of the job
- Attains and participates in required certification, training and continuing education

- Exceeds requirements
- Meets requirements
- Unacceptable

**Comments:**

Additional comments: Use back of sheet or another page.