

(Please do not staple or paper clip)

**Name:**  
**Title:**  
**Review:**  
**Due:**

**CITY OF HICKORY  
PERFORMANCE PAY RECOMMENDATION**

**UNACCEPTABLE:** Performance is inconsistent and does not meet requirements in one or more areas. Remedial action and close supervision are required. Significant improvement must occur or termination of employment could result.  
(IMPROVEMENT PLAN MUST BE ENCLOSED)

**MEETS JOB REQUIREMENTS:** Performance meets requirements established for the job in all or most areas. The coworker does a capable job of providing services that are required and expected from the position. Most coworkers perform at this level.

**EXCEEDS JOB REQUIREMENTS:** Performance clearly exceeds most or all work requirements. Work is performed at a high level of proficiency, skill, and quality throughout the evaluation period. Work is accomplished with a minimum of supervision. To receive an Exceeds Job Requirements, the performance must be rated as exceeds in at least 3 of the 5 categories.

I acknowledge that I have had an opportunity to discuss this review with my supervisor. I understand that signing this form does not necessarily imply agreement with my supervisor's rating and that I may write my comments below or attach additional sheets of paper to explain any comments.

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments:

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments:

**Department Head's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments:

**Name:**  
**Title:**  
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**CITY OF HICKORY**  
**Employee Performance Review**

The City of Hickory has established and maintains an equitable system for defining and improving the performance level of employees of the City and encourages communication between supervisor and employee in regard to work expectations and responsibilities.

All full-time employees of the City participate in a performance review based on work performance standards. The supervisor completes the work performance standards section of the appraisal form before listing the accomplishments, disciplinary actions, areas for improvement and/or training, and the employee's overall work performance rating.

**Accomplishments this review period:**

**Disciplinary Actions this review period:**

**Areas for improvement and/or training and development:** (Completion of this section is required for area(s) marked "Unacceptable." It is recommended that it also be used for personal development goals for the employee.)

(Please do not staple or paperclip)  
(Please print work plan on 8 ½ x 11 only)

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## WORK PLAN REQUIREMENTS

According to Human Resources records, this position requires a work plan.

**Please include the following:**

- \*The work plan being evaluated and the progress made.
- \*The new work plan for the upcoming year
- \*A narrative detailing the reason for the rating including the items listed below:
  - **Core Values of Innovation, Communication and Customer Service**
  - **Attendance and Punctuality** (*the degree to which the employee can be depended upon to be available for work and complete work responsibilities*)
  - **Work Habits** (*the manner in which the employee conducts him or herself in the work environment*)
  - **Interactions with others** (*the extent to which the employee shows understanding to the needs and problems of internal and external customers*)
  - **Quality of Work** (*the extent to which the employee completes work duties accurately within established time frames*)
  - **Job Knowledge** (*the degree of familiarity with procedures and equipment essential to the job*)