

## Instructions for Employee Performance Evaluation

**Purpose:** The purpose of employee evaluations is to provide each employee with constructive criticism about the performance as well as praise the employee for the positives of their performance. Because the evaluation has no bearing on the employees pay raise it should be the best opportunity to give each and every employee unbiased and honest feedback.

**Employee:** Print name of employee being evaluated

**Review Date:** Date review being done

**Evaluator:** Direct supervisor conducting initial evaluation

**Evaluation Period:** Previous 12 months prior to anniversary ex. Anniversary February 2020 would be review period March 2019- February 2020

**Current Pay Rate:** Pay rate prior to anniversary (to be filled out by Fire Chief)

**New Pay Rate:** New pay rate after evaluation (to be filled out by Fire Chief)

**Notes:** Any comments that the evaluator or other managers feels is pertinent to the employee being evaluated

**Supervisors signatures:** Each supervisor above the employee must print their name, sign and date the form and then employee being reviewed must take the form to each applicable supervisor up the chain of command for review and to be signed off.

**Employee Signature:** Employee will not sign until the Fire Chief has received the evaluation and discussed it with the employee. Once it is reviewed the employee will sign the form.

**Employee will sign the form after all supervisors have reviewed it and the employee's pay rates have been included on the review. Once the evaluation is complete the Fire Chief will update the employees pay rate in the payroll system and then scan the evaluation into the employees personnel file and provide a copy to the employee with a copy for their files.**

Revised 2/2021



# Northwest VFD Employee Performance Evaluation

Employee:	Review Date:
Evaluator:	Evaluation Period:
Current Pay Rate:	New Pay Rate:

	Poor	Unsatisfactory	Average	Satisfactory	Excellent
Knowledge/Skill Set	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<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"/>
Productivity and Efficiency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability and Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaboration and Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Notes:


Lieutenant (Print Name):	Signature:	Date:
District Chief (Print Name):	Signature:	Date:
Assistant Chief (Print Name):	Signature:	Date:
Fire Chief (Print Name):	Signature:	Date:
Employee (Print Name):	Signature:	Date: