



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization		
Chapter:	Forms, Records & Reports		
Subject:	1542 – Employee Performance Evaluation Form		
Revision Date:	5/7/2007	Approved by:	<i>B. Michael Thurlow</i>

Employee Name: _____

ID# _____

Evaluation Date: _____

1. Knowledge of essential job functions: The employee’s work related knowledge and application of that knowledge as they perform their assigned duties and responsibilities.

_____ Points Earned:

2. Operates safely and within SOPs: Employee consistently performs job functions safely and in accordance with the department’s standard operating procedures, policies, and protocols.

_____ Points Earned:

3. Demonstrates leadership skills and the ability to function as part of the team: Employee consistently demonstrates leadership skills by example and performs their role in a constructive and professional manner with other department members as a team.

_____ Points Earned:

4. Quality of work product: Employee consistently completes assignments and duties including but not limited to apparatus checks, station duties, reports, suppression & EMS functions, and special projects thoroughly and completely.

I sometimes have to be reminded about monthly QA. _____ Points Earned:

5. Attendance & Punctuality: The employee consistently reports to duty on time and when scheduled. Employee works the required minimum number of assigned shifts and consistently arranges for their own shift coverage as necessary.

_____ Points Earned:

6. Attitude & Communication Skills: Employee consistently displays pride in the department and a positive attitude towards their work, colleagues, supervisors, and the public we serve. Employee maintains open communications and effectively works through conflicts.

_____ Points Earned:

7. Preparedness for duty: Employee arrives at work in appropriate uniform neat, clean, and prepared to begin their shift.

_____ Points Earned:

8. Commitment to professional development: Employee consistently strives to improve skills and knowledge through continual education & training above and beyond the department required minimum standards. Employee maintains licensures & certifications.

_____ Points Earned:

9. Self motivation: Employee is self motivated and self directed consistently looking for productive things to do without supervision.

Have not yet completed Ladder Operator certification _____ Points Earned:

10. Customer service: Employee clearly understands and consistently delivers outstanding customer service to the public we serve.

_____ Points Earned:



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Please see narrative and goals on back

Total Points:

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Point System:

Points are awarded based on the scale below. Points earned during the annual employee performance review will be added to the seniority point system for bidding shifts as outlined in SOP # 1335. Maximum possible score = 10 points

Outstanding 1.0 point	Exceeds Requirements .75 points	Meets Requirements .50 points	Needs Improvement .25 points.	Unsatisfactory 0.0 points.
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Narrative / Comments:

Employee Goals for the upcoming year:

Employee Signature: _____	Date: _____
Evaluator Signature: _____	Date: _____