



Scarborough Fire Department

Scarborough, Maine



Standard Operating Procedures

Book:	Organization		
Chapter:	Forms, Records & Reports		
Subject:	1542 – Employee Performance Evaluation Form		
Revision Date:	11/16/2015	Approved by:	<i>B. Michael Thurlow</i>

Employee Name: _____ Apparatus Assignment _____ ID # _____ Evaluation Date: _____

Outstanding 1.0 point	Exceeds Requirements .75 points	Meets Requirements .50 points	Needs Improvement .25 points.	Unsatisfactory 0.0 points.
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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.
 _____ Points Earned:

5. Attendance, Punctuality & Preparedness for duty: The employee consistently reports to duty ready and on time and when scheduled
 _____ Points Earned:

6. Attitude, Communication Skills & Customer service: 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. 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:

8. Self motivation: Employee is self motivated and self directed consistently looking for productive things to do without supervision.
 _____ Points Earned:

9. Knowledge Street Locations and Local Facilities: Employee’s knowledge of the Town (Facilities, Street Locations and Major Aspects of the Town)
 _____ Points Earned:

10. Fire Reports and PCR’s: Reports are completed and submitted on time.
 _____ Points Earned:

Total Points:

(Total points are not designed to serve as a grade, the total points reflects a measuring mark for the next evaluation)



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Current Apparatus Certification Status: *(Print Apparatus Certification Chart for Review)*

Review any Awards / Recognition forms *(Print for Review)*

Narrative / Comments:

Employee Goals for the upcoming year:

Provide any feedback for your supervisor regarding what they could do more or less of to better support you?:

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