



**TOWN OF SOUTHAMPTON PERFORMANCE EVALUATION FORM**  
**Non-management Personnel (Full and Part-time),**  
**Seasonal and Intermittent Employees)**  
**Review Period From:**

<b>Employee Name:</b>		<b>Position Title:</b>	
<b>Department:</b>		<b>Completed by:</b>	
<b>Supervisor:</b>		<b>*Score:</b>	

**RATINGS**

- |  |  |                                    |
|--|--|------------------------------------|
| <b>5 Consistently Exceeds Expectations</b> | <b>3 Meets Expectations</b>              | <b>1 Rarely Meets Expectations</b> |
| <b>4 Often Exceeds Expectations</b>        | <b>2 Occasionally Meets Expectations</b> | <b>N/A Not applicable</b>          |

**1. JOB PERFORMANCE**

**Rating:** \_\_\_\_\_

Performs responsibilities as appropriate for the position. Work performance results in consistently high quality and quantity of work.

**2. JOB KNOWLEDGE**

**Rating:** \_\_\_\_\_

Demonstrates clear understanding of job responsibilities, procedural and departmental requirements. Has the necessary skills and knowledge required for the position.

**3. INTERPERSONAL SKILLS**

**Rating:** \_\_\_\_\_

Demonstrates professionalism, leadership, respect, honesty, integrity, and fairness. To the extent possible, promotes a positive working environment.

**4. COMMUNICATION**

**Rating:** \_\_\_\_\_

Provides information to the public when requested, in a courteous and professional manner. Communicates effectively with staff. Provides appropriate notification to Supervisor regarding planned and unplanned absences.

**5. TEAMWORK**

**Rating:** \_\_\_\_\_

Promotes a good work attitude, motivation, enthusiasm and pride among staff. Maintains open-mindedness toward the ideas of others. Works harmoniously with staff, supervisors, and the general public. Actively promotes the Town's interests.

**6. PROBLEM-SOLVING**

**Rating:** \_\_\_\_\_

Anticipates and strives to prevent problems and overcomes obstacles.

**7. TIME MANAGEMENT**

**Rating:** \_\_\_\_\_

Manages and prioritizes responsibilities so daily and long term assignments are completed on time.

**8. "ABOVE AND BEYOND"**

**Rating:** \_\_\_\_\_

Performs tasks that are outside the normal scope of work for the position.

**\*SCORING:** Take the total score, divide by the number of items counted in the evaluation. \_\_\_\_\_

Note: Items which are deemed as non-applicable (N/A) to an employee are not counted in the total score:

Supervisor Signature: _____	Date: _____
Employee Signature: _____	Date: _____
Town Administrator Signature: _____	Date: _____

(Employee signature required, but does not necessarily constitute agreement with the rating.)

**Notes and/or Comments (by the employee and/or supervisor):**