



# SAMPLE 100 PAY PLAN EMPLOYEE PERFORMANCE APPRAISAL FORM

**The City of Corpus Christi uses an online employee performance appraisal process for 100 Pay Plan Employees.**

**This document is provided as a reference.**

**Please visit [www.learningcc.org/perform/](http://www.learningcc.org/perform/) for instructions on completing employee performance appraisals online using INFOR.**

<b>Employee Name:</b>		<b>Employee ID Number:</b>	
<b>Job Title:</b>		<b>Department:</b>	
<b>Supervisor Name:</b>		<b>Supervisor Title:</b>	
<b>Department Director:</b>		<b>Date of Review:</b>	
<b>Review Period Start Date:</b>		<b>Review Period End Date:</b>	

**This form must be completed by the employee’s immediate supervisor.**

**RATING SCALE:** Use this scale for all items on this form requiring a numeric rating. A supervisor must develop a performance improvement plan for all areas where an employee received a rating of 1 (Below Standard).

<b>1 -</b>	<b>Below Standard:</b>	Does not maintain satisfactory performance. <u>Needs a performance improvement plan.</u>
<b>2 -</b>	<b>Meets Standard:</b>	Performs duties satisfactorily and meets minimum expectations.
<b>3 -</b>	<b>Above Standard:</b>	Frequently exceeds minimum expectations..

PART I: CORE COMPETENCIES	RATING
<b>1. Customer Service Focus:</b> Understands customer’s needs, expectations, and City’s requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.	
<b>2. Service Focus:</b> Values diversity and respects differences; Displays integrity and fully complies with City’s code of ethical conduct; Is a positive and reliable representative of the City of Corpus Christi.	
<b>3. Initiative:</b> Generates ideas and initiates action to seek information to solve problems or follow through with a task; is a self-starter.	
<b>4. Quantity of Work:</b> Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.	
<b>5. Quality of Work:</b> Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.	
<b>6. Teamwork:</b> Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.	
<b>7. Compliance:</b> Promotes compliance of policies in regards to workplace safety. Follows all City safety policies and practices; Uses and maintains equipment correctly; Keeps accurate equipment and safety records.	
<b>8. Judgment and Decision Making:</b> Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.	

**9. Communication:** Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.

**PART II: COMMENTS SECTION**

**Supervisor Comments:**

**Employee Comments:**

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