



236 Grand Street Waterbury, CT 06702 (203) 574-6761

Department of Human Resources – Civil Service, Room 202

SUPERVISOR PERFORMANCE APPRAISAL FORM

DEPT: WATERBURY POLICE DEPARTMENT RANK: _____ DATE: _____

NAME: _____ EMPLOYEE#: _____

TITLE: _____ APPRAISAL PERIOD: _____ to _____

TYPE: Probationary HIRE DATE: _____

Annual DATE STARTED IN POSITION: _____

The purpose of this appraisal form is to open and document a discussion between a manager and an employee regarding job expectations and performance. This form may be used: for an employee development plan, as a component of a promotional exam or selection process, and to document disciplinary action.

Completing this appraisal:

1. Review the Performance Appraisal Policy
2. If you have any questions about the policy or reviewing employees contact Human Resources.
3. Fill in page 2 through 7 by indicating the appropriate rating.
4. Obtain next level manager signature. Department procedures may require Department Head sign-off.
5. Conduct a conversation with the employee regarding ratings.

Submit the Performance Review Record to Human Resources for review and permanent filing. Probationary failures must be approved by the Director of Personnel prior to meeting with the probationary employee.

PERFORMANCE LEVELS

OUTSTANDING- This is performance that is well beyond that required for the position. It is outstanding performance, definitely superior, exceptional or extraordinary.

ABOVE AVERAGE- This is performance that is better than expected of a fully competent employee. It is superior to what is expected, but is not of such rare nature to warrant and "outstanding" rating.

AVERAGE- This is the performance of a fully competent employee. It represents the degree of performance that meets the standards of the Waterbury Police Department.

NEEDS IMPROVEMENT - Performance does not meet expectations. Situation requires prompt attention and an action plan to address deficiencies.

Any employee receiving an evaluation of OUTSTANDING or NEEDS IMPROVEMENT requires the comment section to be completed. An evaluation of AVERAGE or ABOVE AVERAGE the comment section is optional.

JOB KNOWLEDGE

Knows state laws/department policies and procedures that must be followed. Interprets and applies state laws/policies properly while performing individual and supervisory work.

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VERBAL COMMUNICATIONS SKILLS

Speaks clearly and makes self-understood. Ability to effectively convey thoughts, ideas, and necessary information for subordinates to complete assignments.

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LEADERSHIP AND DELEGATION

Ability to correctly identify appropriate work tasks to be handled by subordinates and bring about cooperation.

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DECISION MAKING

Accurately diagnoses situations while taking swift and appropriate action utilizing all resources. Making use of the various specialized division available and subordinate strengths.

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QUALITY/QUANTITY OF WORK

Ability to produce work that is accurate and thorough regardless of the volume of work assigned. Assures subordinates reports are accurate, complete, and submitted in a time manner.

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PLANNING AND ORGANIZING

Ability to develop appropriate goals, identify resources needed, and proper staffing in order to maximize the effective use of the resources available.

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SAFETY

Exercises appropriate officer safety skill for specific situations. Properly assesses officer safety when responding to calls and takes the appropriate actions to address any identified problems.

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ATTENDANCE

Reports to work on time on scheduled days and hours

_____ **OUTSTANDING-** Employee is prompt and in regular attendance without the use of accrued sick time.

_____ **AVERAGE-** Employee is prompt and has used accrued sick time in accordance to the policies of the Waterbury Police Department.

_____ **NEEDS IMPROVEMENT –** Frequent absences or tardiness

EQUIPMENT

Properly cares for the equipment issued while ensuring it is in proper working condition at the beginning and end of each shift. Carries all issued equipment in accordance to the Waterbury Police Department guidelines.

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APPEARANCE

Conforms to the uniform appearance standards by division according to the Waterbury Police Department policies

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OVERALL EVALUATION

Employees receiving more than one NEEDS IMPROVEMENT cannot receive an Overall Evaluation of AVERAGE, ABOVE AVERAGE, or OUTSTANDING.

- _____ OUTSTANDING
- _____ ABOVE AVERAGE
- _____ AVERAGE
- _____ NEED IMPROVEMENT

EMPLOYEE COMMENTS

EMPLOYEE'S SIGNATURE: _____ Date _____
Signing this form only indicates that this form has been discussed with me.

Prepared by: _____ <i>(Supervisor Print Name/Rank)</i>	Signature: _____	Date: _____
Approved by: _____ <i>(Next Mgmt. Level Print Name/Rank)</i>	Signature: _____	Date: _____
Approved by: _____ <i>(Dept. Head Print Name/Rank)</i>	Signature: _____	Date: _____

FOR PROBATIONARY REVIEW ONLY: I DO ____ DO NOT ____ Recommend continued employment of this probationary employee.		
*Required for Probationary Employees		
*Approved by: _____ <i>(Dept. Head Print Name/Rank)</i>	Signature: _____	Date: _____
<u>Probationary Employees Only</u>		
Reviewed & Approved by: _____ <i>(Personnel Director-Print)</i>	Signature: _____	Date: _____