



# City of Winter Haven Semi-Annual Performance Assessment

Employee \_\_\_\_\_ Date \_\_\_\_\_

Classification \_\_\_\_\_ Dept. \_\_\_\_\_ Division \_\_\_\_\_

Evaluation Period \_\_\_\_\_ through \_\_\_\_\_

General Performance (All Employees)	Check which is applicable		Comments (Denote where and how employee excels or needs to improve upon performance.)
	Meets Expectations	Does Not Meet Expectations*	
Attendance			
Safety			
Productivity			
Quality of work			
Dependability			
Contribution to others effectiveness			
Job responsibilities and competencies			
Other (define):			

Leadership Performance (All supervisory and exempt employees)	Check which is applicable		Comments (Denote where and how employee excels or needs to improve upon performance.)
	Meets Expectations	Does Not Meet Expectations*	
Motivation and leadership			
Communication, group attitude and morale			
Initiative and performance management			
Other (define):			

**\* If corrective action is required, place employee on quarterly performance review and development plan program.**

Agreed Upon By: Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Employee \_\_\_\_\_ Date \_\_\_\_\_

Division Director \_\_\_\_\_ Date \_\_\_\_\_

Reviewed and Accepted By: Department Director \_\_\_\_\_ Date \_\_\_\_\_

HR Division Director \_\_\_\_\_ Date \_\_\_\_\_

# City of Winter Haven

## Semi-Annual Performance Assessment

### Instructions

1. Six-months following a regular, non-probationary employee's hire date anniversary, review all applicable performance standards with the employee. Denote whether the employee's job performance is or is not meeting expectations.
2. Review and identify where and how the employee excels or needs to improve upon job performance – identify what the employee is doing right/wrong/ or could do better. Be objective and note specific examples.
3. Upon completing the assessment, obtain the signatures of the employee, supervisor and division director to signify agreement with the assessment.
4. Retain one copy of the form and remit the original for review and acceptance by the department director and Human Resources (HR) Division Director. Upon review and acceptance, the original will be placed in the employee's personnel file in HR.
5. If an employee's performance does not meet expectations, the employee is to be placed on a quarterly performance review and development plan program with all prior established and promulgated instructions applying.