



Louisville Metro
Government

3b

Annual Employee Evaluation

Purpose: Evaluate employee performance for the previous cycle, provide feedback to help the employee improve, and collaboratively set goals and establish a work plan for success in the coming year.

- Manager should review the Employee Self-Evaluation before completing this form.
- Specific examples should be provided in the comments section for any ratings of “Does not meet expectations” or “Exceeds expectations.”
- Section 6 should be completed collaboratively by reviewer and employee.
- Signed copies of the review should be provided to the employee and Metro Human Resources within ten working days of the date of review.

Employee name _____	Review period _____
Employee ID _____	Reviewer name _____
Employee department _____	Review date _____

Section I: Basic Expectations

Evaluate how consistently the employee demonstrates the behavior described.

Time and attendance Consistently prompt and dependable. Uses leave appropriately in accordance with personnel policies. <i>Leave under the FMLA Act is not to be considered or referenced.</i>	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations Time used _____ Time remaining _____
Compliance with policy and procedures Adheres to Louisville Metro Government policy and procedures when carrying out job responsibilities.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations

Comments on Section I

Section 2: Core Responsibilities and Goals Progress

What is the employee accomplishing through his or her daily work to help the department and Metro Government overall achieve its mission? Evaluate progress for the goals previously set in form **1**. Goal health describes whether or not the goal or initiative is on schedule using a color-coded scale: Green (On track), Yellow (Slightly off track), or Red (Off track).

Core Responsibility #1 SMART goal: _____ Describe _____ Progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
Core Responsibility #2 SMART goal: _____ Describe _____ Progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
Core Responsibility #3 (optional) SMART goal: _____ Describe _____ Progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Section 3: Individual Development Goals Progress

What is the employee doing to continuously improve personally and professionally? Evaluate progress and success for the goal(s) previously set, using the Metro HR Individual Development Plan as a reference if completed. Attach additional sheets if needed.

Individual Development Goal #1 SMART goal: _____ Describe _____ Progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red
Individual Development Goal #2 (optional) SMART goal: _____ Describe _____ Progress: _____	Goal Health <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red

Section 4: Demonstrating Core Values

Evaluate how consistently employee demonstrates the described behavior.

Integrity and transparency Assumes responsibility for actions and reliably fulfills commitments with little need for supervision.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Mutual trust and respect Builds strong working relationships with others through effective, honest, and courteous communication.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations

Teamwork and partnership Commits to team goals and proactively collaborates with others to achieve those goals.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Continuous improvement Takes initiative to identify and address ways to increase the speed and quality of service provided to internal and external customers.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Positivity Is professional, considerate, and supportive of others. Embraces and adapts to change.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Safety commitment Promotes safety and follows agency requirements of safety training, policies, protective equipment, and injury reporting.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations

Complete the following only if employee is in a manager or supervisor role:

Performance coaching and feedback Works with employees to set annual goals and provide ongoing informal feedback. Completes fair and effective performance evaluations for all employees.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Talent development Actively supports professional and personal growth of employees. Identifies high-potential employees and engages in succession planning as appropriate.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations
Leadership Effectively motivates and engages employees. Manages people, equipment, and resources efficiently.	<input type="checkbox"/> Does not meet expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Exceeds expectations

Section 5: Going Above and Beyond (optional)

Evaluate how consistently the employee demonstrates the behavior described.

Exceptional service Goes above and beyond their basic job requirements to help their colleagues and/or community.	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Not applicable
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Describe how the employee has demonstrated exceptional service (e.g. serving as a Metro Mentor).

Section 6: End of Year Feedback

Discuss questions and record notes below. Use this section to inform goals for the next review period.

What should employee do less of? *1-2 unproductive activities/ behaviors that you can do less of.*

What should employee keep doing? *1-2 productive activities/behaviors you're good at to continue.*

What should employee start doing? *1-2 new skills, activities, and behaviors that will help you improve.*

What should the manager do differently? *1-2 suggestions for how manager could improve.*

What are the employee's career aspirations? *The Metro HR Individual Development Plan can be used as a tool to guide this conversation.*

Manager comments

Attach additional sheets as needed.

Employee comments

Attach additional sheets as needed.

Signatures

I certify that I have reviewed this document.

Employee signature _____

Date _____

Manager signature _____

Date _____

Director signature _____

Date _____

Director signature to be obtained last. Provide a signed copy of this form to Metro Human resources, the department, and the employee within 10 days.

Upon completion of this evaluation, complete a new Goal Setting form for the upcoming review cycle.