

Village of Palmyra

Department of Public Works – Employee Evaluation Form

Employee Name: _____

Position Title: _____

Evaluation Period: _____

Evaluator Name/Title: _____

Date of Evaluation: _____

Instructions:

For each category, rate performance using the following scale:

5 – Excellent

4 – Above Expectations

3 - Meets Expectations

2 – Needs Improvement

1 – Unsatisfactory

N/A – Not applicable or Observed

Provide comments for any ratings of 3 or below and use the comment boxes for examples, strengths, and areas for improvement.

Section 1: Job Knowledge and Skills (Rate 1–5)

Criteria	Rating (1–5)
1.Understands job duties and responsibilities	
2.Demonstrates skill in operating tools and equipment	
3.Performs tasks correctly and efficiently	
4.Keeps up with training or certifications as required	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Work Quality and Productivity

Rating (1–5)

Criteria

- 1. Completes assigned work in a timely manner**
- 2. Pays attention to detail and follows instructions**
- 3. Demonstrates initiative and problem-solving ability**
- 4. Maintains work areas and equipment properly**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Reliability and Work Ethic

Criteria

Rating (1–5)

- 1. Shows up on time and prepared for work**
- 2. Follows schedules and meets deadlines**
- 3. Accepts responsibility and follows through**
- 4. Responds well to supervision and feedback**

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 4: Teamwork and communication

Criteria

Rating (1–5)

- 1.Works cooperatively with co-workers and supervisor**
- 2.Communicates clearly and respectfully**
- 3.Supports team goals and group tasks**
- 4.Demonstrates a positive attitude towards others**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Safety and Compliance

Criteria

Rating (1–5)

- 1.Follows safety procedures and uses PPE properly**
- 2.Reports hazards, damage, or unsafe conditions promptly**
- 3.Uses equipment safely and responsibly**
- 4.Maintains awareness of surroundings while working**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Community Interaction

Criteria	Rating (1–5)
1.Treats residents and the public respectfully	
2.Responds to public concerns professionally	
3.Represents the village in a positive manner	

COMMENTS AND REASONINGS BEHIND RATINGS

Section 7: Past Goals Review

List goals set during the last evaluation and progress made:

- **Goal 1:**
- **Goal 2:**
- **Goal 3:**

Progress Comments:

Section 8: New Goals for Upcoming Evaluation Period

- **Goal 1:**
- **Goal 2:**
- **Goal 3:**

Additional Goal Information:

Overall Evaluation Summary

Evaluator Comments:

(Summarize strengths, improvement areas, leadership effectiveness, and community impact.)

Final Rating

- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Needs Improvement
- ☐ Unsatisfactory

Signatures

Evaluator Signature: _____

Date: _____

DPW Employee Signature: _____

Date: _____

(Signature confirms the evaluation was reviewed and discussed, not necessarily agreed upon.)

Any Additional Comments may be added here. Please highlight which section or goals you are commenting on if you need more comment space: