

# Village of Palmyra

## Director of Public Works – Employee Evaluation Form

Employee Name: \_\_\_\_\_

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.

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### Section 1: Leadership & Management (Rate 1–5)

| Criteria                                                             | Rating (1–5) |
|----------------------------------------------------------------------|--------------|
| 1.Demonstrates effective leadership within the department            |              |
| 2.Provides clear direction and expectations to staff                 |              |
| 3.Manages personnel effectively (scheduling, performance, morale)    |              |
| 4.Ensure compliance with village policies and applicable regulations |              |

COMMENTS AND REASONINGS BEHIND RATINGS

**Criteria**

**Rating (1–5)**

## **Section 2: Operational Efficiency**

**Rating (1–5)**

**Criteria**

- 1.Maintains village infrastructure effectively (roads, sewer, water, etc.)**
- 2.Responds promptly to service requests and emergencies**
- 3.Oversees routine maintenance and seasonal tasks (snow removal, mowing, etc.)**
- 4.Coordinates effectively with contractors and vendors**

**COMMENTS AND REASONINGS BEHIND RATINGS**

## **Section 3: Budget and Resource Management**

**Criteria**

**Rating (1–5)**

- 1.Develops and manages the department budget responsibly**
- 2.Maximizes use of available resources and staff**
- 3.Identifies cost-saving opportunities and grants**
- 4.Maintains accurate and timely records and reports**

**COMMENTS AND REASONINGS BEHIND RATINGS**

**Criteria**

**Rating (1–5)**

## **Section 4: Communication and Collaboration**

**Criteria**

**Rating (1–5)**

- 1.Communicates clearly and respectfully with village officials and staff**
- 2.Provides updates on department activities and needs**
- 3.Listens to and addresses resident concerns professionally**
- 4.Works cooperatively with other departments and agencies**

**COMMENTS AND REASONINGS BEHIND RATINGS**

## **Section 5: Community Impact and Public Perception**

**Criteria**

**Rating (1–5)**

- 1.Department contributes positively to village appearance and safety**
- 2.Demonstrates accountability to the public**
- 3.Builds trust and rapport with residents**

## **Criteria**

## **Rating (1–5)**

**4.Participates in village meetings/events as needed**

### **COMMENTS AND REASONINGS BEHIND RATINGS**

## **Section 6: Initiative & Problem Solving**

### **Criteria**

### **Rating (1–5)**

**1.Demonstrates initiative and independence in completing duties**

**2.Addresses problems or concerns proactively and constructively**

**3.Adapts to changes in policies, procedures, or technology**

### **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:** \_\_\_\_\_

**Directors 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:*