

Village of Palmyra

Fire/EMS – Performance Evaluation Form

Employee Name: _____

Position/Rank: _____

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: Emergency Response & Performance (Rate 1–5)

Criteria	Rating (1–5)
1.Responds promptly and professionally to Fire/EMS calls	
2.Demonstrates competency in Fire/EMS procedures	
3.Works effectively under pressure and in high-stress situations	
4.Maintains calm, clear communication during incidents	

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 2: Knowledge, Training & Skill Proficiency

Criteria

Rating (1–5)

- 1.Maintains certifications (Fire, EMT, Paramedic, CPR, ETC.)**
- 2.Actively participates in required training and drills**
- 3.Demonstrates up-to-date knowledge of protocols and equipment**
- 4.Shows initiative in learning and developing new skills**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 3: Equipment, Maintenance, & Preparedness

Criteria

Rating (1–5)

- 1.Properly uses, cleans, and maintains tools and equipment**
- 2.Completes equipment checks and station duties as assigned**
- 3.Keeps personal protective equipment (PPE) in good condition**
- 4.Helps maintain a clean, organized, and ready station**

COMMENTS AND REASONINGS BEHIND RATINGS

Criteria

Rating (1–5)

Section 4: Teamwork & Communication

Criteria

Rating (1–5)

- 1.Works effectively and respectfully with other crew members**
- 2.Accepts direction and feedback from officers/supervisors**
- 3.Demonstrates leadership or support as appropriate during calls**
- 4.Promotes a positive and cooperative team environment**

COMMENTS AND REASONINGS BEHIND RATINGS

Section 5: Professionalism & Community Engagement

Criteria

Rating (1–5)

- 1.Interacts with the public in a courteous and professional manner**
- 2.Maintains confidentiality and ethical standards**

Criteria

Rating (1–5)

3.Represents the department positively at public events/trainings

4.Upholds department policies and village values

COMMENTS AND REASONINGS BEHIND RATINGS

Section 6: Attendance & Reliability

Criteria

Rating 1-5

1.Attends shifts, meetings, and trainings as scheduled

2.Arrives on time and prepared for duty

3.Responds to call-outs when available and needed

4.Demonstrates dependability and commitment to the department

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: _____

Fire/EMS 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: