

CITY OF AMERICUS, GEORGIA

PERFORMANCE EVALUATION REPORT

PERFORMANCE LEVEL

Level 1 Substantially Below Expectations. Performance is unacceptable; substantial improvement is necessary.

Level 2 Below Expectations. Needs improvement to meet major requirements; work is fairly acceptable in some respects but does not meet expectations.

Level 3 Meets Expectations. Meets major requirements; is consistently effective and competent; achieves results expected.

Level 4 Exceeds Expectations. Superior performance; most work is characterized by unusual accomplishments; significantly and consistently performs at a level above that expected.

Level 5 Substantially Exceeds Expectations. Extraordinary performance; work is always expert, exemplary and flawless; always exceeds results expected by a substantial degree.

BI-MONTHLY PERFORMANCE EVALUATION REPORT NUMBER_____

EMPLOYEE'S NAME_____

DATE OF EMPLOYMENT_____ **DEPARTMENT**_____ **TITLE**_____

DATE OF PROMOTION_____

Improvements that need to be made: (attach additional sheet if necessary)

1. _____

2. _____

3. _____

4. _____

5. _____

COMMENTS: (attach additional sheets if necessary)

EMPLOYEE JOB PERFORMANCE (overall)

Level 1 _____ Level 2 _____ Level 3 _____ Level 4 _____ Level 5 _____

I hereby certify that this report constitutes my best judgment of the job performance of this employee and is based on personal knowledge of the job. This performance evaluation has been discussed with the employee.

Employee Date

Supervisor Date

Department Head Date

Human Resources Date