

**CITY OF FRESNO PERFORMANCE AND PROFESSIONAL DEVELOPMENT REVIEW - CFMEA, Unit 14**

Employee Name:

Evaluation Period (Note start and end date):

Department:

Job Title:

COMPETENCIES	COMPETENCY DEFINITION
<b>Achieves Results</b>	Delivers on objectives; meets deadlines; produces high volume and quality outcomes; ensures that techniques optimize quality and consistency in work products; executes initiative within authority; does not confuse effort with accomplishment.

<b>ACHIEVEMENT OF RESULTS RATING</b>
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*In the row below, check the box that best describes the level in which the employee demonstrates this competency.*

Fails to meet minimum expectations for this competency. Immediate action leading to improvement must be taken.	Inconsistently meets expectations, and inconsistently applies knowledge, skills and/or ability for this competency.	Consistently meets expectations. Performs all essential elements of the competency. Demonstrates sufficient knowledge and/or ability to perform assignment or job responsibilities.	Exceeds expectations of the competency. Performs all essential elements of the competency in an exemplary manner.	Executes mastery of this competency: has a vital impact to others in the organization; performs all essential elements of the competency significantly above expectations.
1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>

*Provide work related example(s) to support the Achievement of Results rating.*

COMPETENCIES	COMPETENCY DEFINITION				
<b>Interpersonal Skills</b>	Ability to develop and sustain effective internal and external working relationships; tailors approach and behavioral style when communicating; establishes rapport with ability to relate well to all levels and in other departments in the organization; approachable; treats others with courtesy, respect, fairness, professionalism and consistency.				
INTERPERSONAL SKILLS RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
Fails to meet minimum expectations for this competency. Immediate action leading to improvement must be taken.	Inconsistently meets expectations, and inconsistently applies knowledge, skills and/or ability for this competency.	Consistently meets expectations. Performs all essential elements of the competency. Demonstrates sufficient knowledge and/or ability to perform assignment or job responsibilities.	Exceeds expectations of the competency. Performs all essential elements of the competency in an exemplary manner.	Executes mastery of this competency: has a vital impact to others in the organization; performs all essential elements of the competency significantly above expectations.	
1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Provide work related example(s) to support the Interpersonal Skills rating.</i>					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Customer Service</b>	Actively demonstrates interest and understands the needs, expectations, and circumstances of internal and external customers and responds accordingly; takes personal responsibility for addressing external/internal problems in a professional manner; demonstrates honesty and integrity; behaves in a manner that builds public trust.				
RESPONSIVE CUSTOMER SERVICE RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Provide work related example(s) to support the Responsive Customer Service rating.</i>					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Technical Proficiency</b>	Understands and masters the skills, requirements, concepts, principles and technologies of the job; well versed in the most current information, theories, techniques, practices, and procedures of the field; has demonstrated self-development and on the job acquisition of knowledge and skills of assigned position; effectively uses knowledge, judgment, information and other resource management tools to successfully complete the job. Ensures compliance with internal and external contractual, legal and regulatory standards.				
TECHNICAL PROFICIENCY RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Provide work related example(s) to support the Technical Proficiency rating.					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Leadership</b>	Creates a positive and collaborative work environment, motivates others to do their best; identifies roles; creates a team identity; leverages team dynamics to enable constructive and productive work; provides and the supports employees ability to utilize tools, resources, training, and opportunities to develop and grow; emulates and communicates the Department and City’s Strategic Plan, Mission, Vision, and Values; encourages innovation and empowers personnel to take initiative. Presents oneself as a positive role model for the City.				
LEADERSHIP RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Provide work related example(s) to support the Leadership rating.					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Planning for Success</b>	Develops objectives, goals and strategies to meet organizational needs and requirements; develops policies, procedures and processes; anticipates, forecasts, schedules work, and prepares for future resources and needs; ensures planning aligns to the Department and City’s Strategic Plan, Mission, Vision, and Values.				
PLANNING FOR SUCCESS RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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Provide work related example(s) to support the Planning for Success rating.					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Financial Management</b>	Understands and utilizes financial reports and basic budget principals and process related to operations and the overall City budget; demonstrates sound decision making and is conscientious regarding managing time, revenues/expenditures and resources. Has detailed working knowledge of Division, Department and City overall financial planning and budget process to insure sustainability and accountability.				
FINANCIAL MANAGEMENT RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	
Provide work related example(s) to support the Financial Management rating.					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Supervision</b>	<i>(Skip this section if the employee provides no supervision.)</i>				
	Develops action plans and work plans for assigned staff that meets the requirements of and aligns with the organization; ensures employees have tools, resources, training and opportunities to develop and grow. Holds employees accountable; uses progressive discipline where appropriate; treats similarly situated employees equitably; communicates appropriate information; is confidential and discrete where appropriate. Provides timely direction, feedback, correction and evaluations of employees.				
SUPERVISION RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Provide work related example(s) to support the Supervision rating.</i>					

COMPETENCIES	COMPETENCY DEFINITION				
<b>Risk and Safety</b>	Proactively ensures loss control measures are in place; provides regular job related safety training. Ensure a safe and healthful work environment. Implements proactive techniques that improve safety; adheres to City, Department and Cal-OSHA safety rules and regulations; documents and reports unsafe conditions. Identify cause and effect of lost work days and accidents to reduce future losses and injuries.				
RISK AND SAFETY RATING					
<i>In the row below, check the box that best describes the level in which the employee demonstrates this competency.</i>					
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1	2	3	4	5	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Provide work related example(s) to support the Risk and Safety rating.</i>					

**OVERALL RATING:**

1	2	3	4	5
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**STRENGTHS:**

Identify the strengths demonstrated by the employee during this rating period and provide examples.

**OPPORTUNITIES TO IMPROVE:**

Identify the opportunities for the employee to improve and describe the expectations that are to be achieved.

**OBJECTIVES FOR THE NEXT RATING PERIOD:**

Identify the objectives to be accomplished by the employee for the next rating period.

**EMPLOYEE COMMENTS:**

Optional: In this section the employee provides his/her own perspective on the performance during the rating period and the content of this evaluation.

**ATTENDANCE:**

<input type="checkbox"/> Attendance is acceptable	<input type="checkbox"/> Attendance is not acceptable
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Employee Signature	Date
Department Signature	Date