



100 Pay Plan Employee Mid-Year Performance Feedback Form

Employee Name:		Employee ID Number:	
Job Title:		Department:	
Supervisor Name:		Date of Review:	

This form must be completed by the employee’s immediate supervisor.

RATING SCALE: Use this scale for all items on this form requiring a numeric rating. A supervisor must develop a performance improvement plan for all areas where an employee received a rating of 1 (Does Not Meet Expectations).

- 1 - Does Not Meet Expectations:** Does not meet the expectations of the job, task or project.
- 2 - Needs Improvement:** Meets some expectations of the job, task or project. Performance needs improvement.
- 3 - Meets Expectations:** Successfully meets the expectations of the job, task or project. Performance consistently meets expectations.
- 4 - Exceeds Expectations** Far exceeds the expectations of the job, task or project. Consistently shows achievement far above expectations.

PART I: CORE COMPETENCIES		RATING
1. Customer Service Focus: Understands customer’s needs, expectations, and City’s requirements for public service; Treats customers (internal & external) with courtesy and respect; Responds quickly to all requests.		
Supervisor comments on Customer Service Focus:		
2. Service Focus: Values diversity and respects differences; Displays integrity and fully complies with City’s code of ethical conduct; Is a positive and reliable representative of the City of Corpus Christi.		
Supervisor comments on Service Focus:		
3. Initiative: Generates ideas and initiates action to seek information to solve problems or follow through with a task; is a self-starter.		
Supervisor comments on Initiative:		
4. Quantity of Work: Seeks further assignments when workload permits and consistently completes acceptable volume of work on time.		
Supervisor comments on Quantity of Work:		

5. Quality of Work: Has good attendance, is on time and is present and productive at work; Work consistently demonstrates an understanding of the objectives and mission statement.		
Supervisor comments on Quality of Work:		
6. Teamwork: Willing to share information and offers aid when possible; consistently looking for ways to improve processes in the work place.		
Supervisor comments on Teamwork:		
7. Compliance: Promotes compliance of policies in regards to workplace safety. Follows all City safety policies and practices; Uses and maintains equipment correctly; Keeps accurate equipment and safety records.		
Supervisor comments on Compliance:		
8. Judgment and Decision Making: Evaluates information and makes sound and timely decisions. Is accountable for results. Selects decision alternatives that meet the objectives of the department.		
Supervisor comments on Judgment and Decision Making:		
9. Communication: Communicates effectively verbally and in writing with team members, colleagues, customers and managers with widely different socio-economic and educational backgrounds; listens to others and is open minded to suggestions from others.		
Supervisor comments on Communication:		
Score = Average of above:		

PART II: COMMENTS SECTION	
Employee Comments:	

PART II: SUBMISSION SECTION		Date Submitted:
Supervisor will submit completed appraisal at: http://www.learningcc.org/perform/		

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