

Town of Pownal Vermont

Employee Evaluation form

July 26, 2018

Purpose:

To provide the least subjective process of determining individual employee performance. It is the goal of the Town of Pownal to hire the most qualified employees. While in Town employment, it is in the community's best interest to provide critical and positive performance feedback to our personnel, allow them tools to enhance their career and skills for their personal satisfaction, succession management principles and overall benefit of successful governmental operations.

Instructions:

Employees will be evaluated on a scale as follows:

Superior	1
Excellent	.8
Good	.5
Poor	.3
Inferior	.1

In any given category, these numbers are multiplied against performance categories. As follows:

1. **Attendance:** counts as 10 points. A person who has poor performance; i.e. is late frequently, will receive a $.3 \times 10 = 3$ for the category.
2. **Reliability:** counts as 8 points. Someone who is excellent, in other words, someone you can rely on, would get a $.8 \times 8 = 6.4$
3. **Technical Ability:** Counts as 5 points. This leaves the specific task to the persons technical field. Someone in administration may be graded on Information Technology, person in highway may be graded on heavy equipment.
4. **Teamwork:** 3 points. Does the employee have the ability to work as a team to move the goals of the organization?

5. **Education:** 1 point. This point will describe someone who, *His/her own* enhanced their abilities and qualifications by self-study. This can be through a college class, technical training, seminars etc... The key is, they did it on *their own*.

The manager has to carefully evaluate each employee on their own merits. Not everyone can be superior at everything. Comments directly tying the employee to his/her actions in writing serves to justify and reinforce the grade. The Town Administrator and the Select Board, have the authority and right, to raise or lower a grade based upon how well thought out comments from the manager are in relation to the behavior of the employee.

Grades will be divided in to a fractional scale based upon the maximum pay raise allowed by the Board of Selectman in any year. Selectman and Town Administrator may increase or decrease raises at their sole discretion.

Managers may submit supplemental information on each evaluation for clarification.