

Vehicle Service Technician I and II
Department of Public Works
Operations – Fleet Services Section
12 Month Performance Review

Employee		Employee ID	
Job Title		Appointment Date:	
Division:		Review Period	

INSTRUCTIONS: In completing this form a manager must rate the employee in terms of their demonstrated performance. Managers will discuss the employee’s performance and will provide feedback and suggestions about performance improvement, where needed. The employee will be allowed to ask questions and be certain that he/she understands the requirements for successful performance. The employee must have a Rating of 3 or higher for each Factor, in addition to documentation showing certifications achieved, in order to be recommended for a pay increment. At the end of each evaluation session, the employee must initial and date the line on the form below to indicate that performance standards and expectations have been discussed. The initialing indicates that the performance review was conducted, but does not imply that there is employee “agreement” with the evaluation.

Please contact your Fleet Repair Supervisor-Senior with any questions on this performance evaluation process or form. Provide a copy of completed form to the employee and to DPW-Payroll.

NOTE: A follow-up performance review within six months can be conducted for an employee with ratings that are below standards.

Factors and Ratings: Factor Definitions and Rating Levels are listed on the reverse side of this form.			Supervisors Comments: Any rating of BELOW STANDARDS or CONSISTENTLY BELOW STANDARDS must be substantiated by a written statement.
	Factor	Rating	
1	PRODUCTIVITY		
2	INITIATIVE		
3	DEPENDABILITY		
4	INTERPERSONAL RELATIONS/TEAMWORK		
5	SAFE WORK PROCEDURES		
Overall Rating			Employee Initials/Date:

In view of the performance of the employee rated above:			
	I certify that the employee’s performance meets or exceeds standards.		
	I certify that the employee’s performance meets or exceeds standards and in recognition of certifications earned, I recommend the appropriate pay increment.		
	I certify that the employee’s performance is below standards and I do not recommend a pay increment.		
Supervisor		Department Head	
Name:		Name:	
Title:		Title:	
Signature:		Signature:	
Date:		Date:	

Factor Definition: The definition describes performance at the MEETS STANDARDS level.		
1	PRODUCTIVITY	<ul style="list-style-type: none"> Manages time and uses appropriate work methods, techniques, and equipment to achieve effective and efficient results. Demonstrates skill and proficiency in diagnosis and appropriate repair of vehicles and equipment. Work product and work output match expectations.
2	INITIATIVE	<ul style="list-style-type: none"> Readily accepts assignments, new tasks and responsibilities. Offers suggestions on improving work methods and procedures. Accepts additional challenges and responsibilities, and adapts to changes.
3	DEPENDABILITY	<ul style="list-style-type: none"> Annual comeback work rate is 3% or less. Maintains average or above average rate of completion of work when compared to published job standard times, or high end average of shop average times on non-published jobs. Completes all assignments on time with minimal follow-up from supervisor. Is consistently punctual and regular in attendance and follows policy when requesting and reporting time off.
4	INTERPERSONAL RELATIONS/TEAMWORK	<ul style="list-style-type: none"> Establishes and maintains effective, respectful and productive working relationships with fellow workers and peers. Respects the property and work areas of others. Works well with others when placed into teams. Builds and maintains effective customer relations with drivers, operators, and using departments. Willingly accepts suggestions for improvement and occasionally seeks counsel on performance and work habits.
5	SAFE WORK PROCEDURES	<ul style="list-style-type: none"> Inspects, wears, and maintains personal protective equipment and other safety equipment appropriate for the job. Uses safe work practices appropriate for the job and according to industry safety standards. Always secures the worksite to ensure safety of self, co-workers, and the public.

Rating Levels: Provide a rating for each FACTOR on the first page.		
5	CONSISTENTLY EXCEEDS STANDARDS	<ul style="list-style-type: none"> Consistently exceeds standards when fulfilling normal daily job responsibilities; regularly exceeding expectations. Frequently offers suggestions and makes contributions which add value to completing departmental responsibilities. Consistently works to meet or exceed departmental goals.
4	OFTEN EXCEEDS STANDARDS	<ul style="list-style-type: none"> Often exceeds standards when fulfilling normal daily job responsibilities. Regularly offers suggestions and makes contributions which add value to completing departmental responsibilities. Often works to meet departmental goals.
3	MEETS STANDARDS	<ul style="list-style-type: none"> Meets standards when fulfilling normal daily job responsibilities. Occasionally offers suggestions and makes contributions which add value to completing departmental responsibilities. Works to meet departmental goals.
2	BELOW STANDARDS	<ul style="list-style-type: none"> Performs below standards when fulfilling normal daily job responsibilities. Rarely offers suggestions or makes contributions which add value to completing departmental responsibilities. Inconsistent when working to meet departmental goals.
1	CONSISTENTLY BELOW STANDARDS	<ul style="list-style-type: none"> Consistently performs below standards and has difficulty in fulfilling normal daily job responsibilities. Never offers suggestions or makes contributions which add value to completing departmental responsibilities. Unable to meet departmental goals.