



Employee Number: \_\_\_\_\_

## City of Hampton Performance Management Form

**Employee Name** \_\_\_\_\_ **Job Title** \_\_\_\_\_  
**Role Profile** \_\_\_\_\_

### Section A: Job Responsibilities/Goals (Use extra sheets as needed.)

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|  |
| <b>Job Responsibility/Goal 1:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |
|  |
| <b>Job Responsibility/Goal 2:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |
|  |
| <b>Job Responsibility/Goal 3:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |

Employee Number:

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| <b>Job Responsibility/Goal 4:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |

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|  |
| <b>Job Responsibility/Goal 5:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |

|  |
|--|
|  |
| <b>Job Responsibility/Goal 6:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |

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|  |
| <b>Job Responsibility/Goal 7:</b>                      |
| <b>Evaluative Comments (Mid Year and End of Year):</b> |

Employee Number:

**Section B: Development Plan**

| 1. Development Goals | 2. Action Plan | 3. Results Achieved |
|----------------------|----------------|---------------------|
|                      |                |                     |
|                      |                |                     |
|                      |                |                     |

|  |                                  |                                       |  |                                       |
|--|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Overall rating for Section A: Refer to Performance Management Rating Instructions to calculate overall rating for Sections A and B.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)  | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

**Initial Plan:** Supervisor/Manager's Signature \_\_\_\_\_ Date: \_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Mid- Year Review:** Supervisor/Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Section C: End of Year Evaluation of Performance Factors**

|  |                                  |                                       |  |                                       |
|--|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Job Content Expertise: Possesses skills and technical competence to execute job duties. Operates within policies and procedures. Seeks to grow and develop expertise.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)  | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

|   |                                  |                                       |  |                                       |
|---|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Customer Delight and Service: Fosters customer delight. Manages own work and the work of others in ways that meet customer expectations.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)   | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

|   |                                  |                                       |  |                                       |
|---|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Innovation and Problem Solving: Solves problems effectively. Actively seeks opportunities to add value and improve operations. Embraces new ways of doing the job.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)   | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

|   |                                  |                                       |  |                                       |
|---|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Teamwork: Works effectively as part of a team. Communicates effectively.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)                                       | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

|  |                                  |                                       |  |                                       |
|--|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Integrity: Adheres to the city's core values; Treats others with dignity and respect.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)  | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

|  |                                  |                                       |  |                                       |
|--|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Initiative and Dedication: Achieves results beyond job responsibilities while modeling the City's mission, values and principles. Takes responsibility for meeting deadlines and expectations of others. Manages the City's resources effectively. Actively participates in the performance management process, making it a key priority for communicating expectations and seeking feedback.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)  | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

**Evaluative Comments:**

|   |                                  |                                       |  |                                       |
|---|----------------------------------|---------------------------------------|--|---------------------------------------|
| <b>Overall rating for Section C: Refer to Performance Management Rating Instructions to calculate overall rating for Section C.</b> |                                  |                                       |  |                                       |
| <input type="checkbox"/> Did not Meet (1)   | <input type="checkbox"/> Met (2) | <input type="checkbox"/> Achieved (3) | <input type="checkbox"/> Surpassed (4) | <input type="checkbox"/> Exceeded (5) |

Employee Number:

**Section D: End of Performance Year: Overall Performance Summary (Refer to Performance Management Ratings Instructions to calculate overall rating.)**

|  |                             |
|--|-----------------------------|
| <b>Totals</b>  | <b>Average</b>              |
| <p><b>Section A &amp; B:</b></p> <p style="text-align: center;">+ = _____</p> <p><b>Section C:</b></p> | <p><b>Divide By 2 =</b></p> |

**Overall Performance Rating**

| 1- 1.5   | 2- 2.5  | 3- 3.5  | 4- 4.5  | 5  |
|--|---|---|---|--|
| <p><b>Did not Meet:</b> Employee is not making sufficient progress toward job requirements or goals. Employee has not demonstrated all or most of performance factors.</p> | <p><b>Met:</b> Employee requires guidance and direction to meet job requirements and goal expectations. Employee has demonstrated some or most performance factors.</p> | <p><b>Achieved:</b> Employee has consistently met job requirements and goal expectations. Employee has successfully demonstrated all performance factors.</p> | <p><b>Surpassed:</b> Employee has consistently demonstrated proficiency in many job requirements and goal expectations. Employee has excelled in all performance factors.</p> | <p><b>Exceeded:</b> Employee has consistently demonstrated an advanced degree of competence in all job requirements and goal expectations. Employee has shown exceptional capability in all performance factors.</p> |
| <input type="checkbox"/>   | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>  | <input type="checkbox"/>   |

|  |              |
|--|--------------|
| <b>Supervisor/Manager Comments:</b>  |              |
| <b>Supervisor/Manager Signature:</b>   | <b>Date:</b> |
| <b>Employee Comments (Optional):</b>   |              |
| <b>Employee Signature (denotes review of this document and does not indicate agreement):</b> | <b>Date:</b> |
| <b>Reviewer Signature:</b>   | <b>Date:</b> |