

Avon Township
16881 Queens Road, Avon, MN 56310

Maintenance Position – Performance Appraisal Form

Employee Name _____ Review Date _____
Reviewer(s)/Supervisor Name _____ Years in position _____

A. Job Description: *prior to the appraisal process, review the job description and confirm:*

- Is an accurate reflection of current responsibilities
- Requires revisions to reflect changes
(attach copy of updated job description)

B. Primary Job Responsibilities: (1 = needs improvement; 2 = meets requirements; 3 = commendable)

1. General Building & Town Hall Upkeep

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

2. Truck maintenance & repair

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

3. Snow Plowing

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

4. General road work (filling potholes, blading, shouldering, brushing, road signs, etc)

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

5. Other (specify here.....)

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

C. Core Competencies (1=requires further attention and/or development; 2 = satisfactory; 3 = area of notable strength)

1. Quality of Work Habits

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

2. Communication/Interpersonal Relations Skills

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

3. Teamwork & Service Orientation

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

4. Decision making /Judgment

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

5. Adapts to Change

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

6. Initiative / Professional Development

_____ Employee Job Performance Rating _____ Supervisor Job Performance Rating

Employee's Comments:

Supervisor's Comments:

D. Progress Towards Last Year's Goals

E. Position Goals and Priorities for Next Year

Signatures:

Employee: _____ **date:** _____

Supervisor: _____ **date:** _____