

*Indicates required field



Fire Non-Management Performance Appraisal

Employee Identification

Name:		Location:	
Job Title:		Work Group:	
Department:		Division:	
Hire Date:			

Appraisal Context

Evaluation Date:	
Review Period: From:	
To:	
Purpose of Appraisal:	☐ Annual ☐ Interim ☐ Other
Evaluated By:	

Instructions

PURPOSE: *This employee performance appraisal and development plan will:*

- Identify skills/competencies necessary for all employees and your current position
- Ensure alignment with City/Department objectives and mission
- Assess your performance in these skills/competencies
- Evaluate your demonstrated dedication to City/Department objectives and mission
- Provide you with goals/action plans where opportunity for improvement exists
- Allow you to state any professional goals you have and set up an action plan to help you achieve them
- Promote effective communication between your supervisor and you

Rating Definitions

- 5. Exceptional** – Distinguished Performance (top 10% of performers)
- 4. Exceeds Standards** – Superior Performance (top 25% of performers)
- 3. Successfully Meets Standards** – Satisfactory Performance
- 2. Requires Development** – New in Position and/or Less than Satisfactory Performance
- 1. Does Not Meet Standards** – Unacceptable Performance (used for non-performance)

Competencies

Score: / 5.0

Reports and Written Work

Score: / 5.0

Manager

Self

Your reports must be in compliance with Solano County EMS and departmental standards. Your reports should be approved on first submittal. They should be comprehensive, formatted correctly and free of errors in spelling, grammar and sentence structure. Reports should be submitted as soon as possible pursuant to departmental policy. Your reports should accurately reflect the actions that occurred on the call. The CQI committee should not have to return your work due to oversights.

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards
- ☐ Requires Development
- ☐ Does Not Meet Standards
- ☐ Not Applicable

☐
☐
☐
☐
☐
☐

Self: N/A

Comments:



Attach Feedback



Add Development Plan

Safety

Score: / 5.0

Manager

Self

Conduct your work in a manner which protects you, your coworkers, and others from harm, and which protects equipment and facilities from damage. Follow applicable Laws, City and Department Policies, Procedures, and Training Standards and Bulletins pertaining but not limited to: vehicles and equipment, driving, the fire ground, biohazard protection, radio communication, handling hazardous substances and materials, and workplace safety and security.

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards
- ☐ Requires Development
- ☐ Does Not Meet Standards
- ☐ Not Applicable

☐
☐
☐
☐
☐
☐

Self: N/A

Comments:



Attach Feedback



Add Development Plan

Teamwork and Internal Relations

Score: / 5.0

Manager

Self

Conduct yourself in a manner that supports teamwork and enhances the City and Department in the accomplishment of our stated missions and expectations. Perform your job so that others are not

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards

☐
☐
☐

burdened with additional work. Help others when the need is apparent. Treat others with respect. Know and comply with the City and Department discrimination and harassment policies. Refrain from ethnic, religious, sexual, racial slurs and derogatory remarks. you stay positive in a crisis and hold others to the same standard.

☐ Requires Development

☐ Does Not Meet Standards

☐ Not Applicable



Self: N/A

Comments:



Attach Feedback



Add Development Plan

Public Relations and Customer Service

Score: / 5.0

Manager

Self

Your behavior and actions must be consistent with the City and Department's mission statement, values and policies. Your interactions with the public will be service-oriented as exhibited by courtesy, integrity, respect, fairness, and professionalism. Avoid behavior that is likely to produce complaints and claims.

☐ Exceptional

☐ Exceeds Standards

☐ Successfully Meets Standards

☐ Requires Development

☐ Does Not Meet Standards

☐ Not Applicable



Self: N/A

Comments:



Attach Feedback



Add Development Plan

Work Habits

Score: / 5.0

Manager

Self

Be productively engaged in the Department's work while on paid time. Organize your time and focus your attention on the priorities assigned. Begin your shift at the time and place established for your position, prepared to perform your assigned duties, in appropriate attire (per policy) and with all necessary equipment. Complete special assignments and projects by established times, unless prior authorization is

☐ Exceptional

☐ Exceeds Standards

☐ Successfully Meets Standards

☐ Requires Development

☐ Does Not Meet Standards

☐ Not Applicable



secured from your supervisor for an extension. Know and comply with City and Department policies and procedures pertaining but not limited to: meals and breaks, overtime, vacation and sick leave.

Self: N/A

Comments:



Attach Feedback



Add Development Plan

Equipment Use and Maintenance

Score: / 5.0

Manager

Self

Use and maintain all issued equipment in a manner that will promote its good working order and appearance. Keep vehicles clean, fueled and free of debris. Check out and return all equipment to its proper place at the end of your shift. Communicate equipment status with other shifts and turns over unit/equipment in good working order.

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards
- ☐ Requires Development
- ☐ Does Not Meet Standards
- ☐ Not Applicable

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Self: N/A

Comments:



Attach Feedback



Add Development Plan

Job Knowledge

Score: / 5.0

Manager

Self

Possesses sufficient job skills and knowledge to perform the job in a competent manner. Is able to demonstrate skills and knowledge in day-to-day situations. This is distinctly different from those individuals who lack sufficient job skills or knowledge to meet job requirements or who have the skills and knowledge, yet struggle to apply them to day-to-day situations on the job.

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards
- ☐ Requires Development
- ☐ Does Not Meet Standards
- ☐ Not Applicable

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Self: N/A

Comments:



[Attach Feedback](#)

[Add Development Plan](#)

Personal Responsibility and Self Management

Score: / 5.0

Manager

Self

Takes initiative and accepts responsibility, often without waiting to be asked or instructed. Notices when there is work to be done and steps-up to take action when it is safe and practical to do so. Accepts responsibility when own words, actions or decisions have contributed to unsatisfactory results. Demonstrates high personal work standards and avoids excuses when he/she could have had a more favorable influence on the outcome. Shows self-awareness and personal insight about how own actions may have affected others.

- ☐ Exceptional
- ☐ Exceeds Standards
- ☐ Successfully Meets Standards
- ☐ Requires Development
- ☐ Does Not Meet Standards
- ☐ Not Applicable

- ☐
- ☐
- ☐
- ☐
- ☐
- ☐

Self: N/A

Comments:



[Attach Feedback](#)

[Add Development Plan](#)

Instructions for Rating Past Goals

Evaluate past goals by assessing the accomplishments achieved in each category. Enter additional past goals by clicking on the "Add New" button.

Past goals that have been entered in the system can be accessed from the employee record using the "Copy from Clipboard" icon to the left of each goal field.

Past Goals

Score: / 5.0

Goals	Accomplishments	Score
Self: N/A Title:	N/A	 /5.0

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Completed: Rating: ☐ Completed ☐ Partially Completed ☐ Not Completed [Attach Feedback](#)

Self: N/A

N/A

Title:

/5.0

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Completed: Rating: ☐ Completed ☐ Partially Completed ☐ Not Completed [Attach Feedback](#)

Self: N/A

N/A

Title:

/5.0

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Completed: Rating: ☐ Completed ☐ Partially Completed ☐ Not Completed [Attach Feedback](#) [Add Past Goal](#)

Instructions for New Goals

Identify a minimum of three new goals & objectives.

Goals should be **SMART**

S - specific, significant, stretching

M - measurable, meaningful, motivational

A - agreed upon, attainable, achievable, acceptable, action-oriented

R - realistic, relevant, reasonable, rewarding, results-oriented

T - time-based, timely, tangible, trackable

Enter additional goals by clicking on the "Add New" button.

New Goals

Goals



Self: N/A

Title:

 [Attach Feedback](#)



Self: N/A

Title:

 [Attach Feedback](#)



Self: N/A

Title:

 [Attach Feedback](#)

 [Add New Goal](#)

[ABC](#) 

Supervisor Comments

Overall Comments

Self: N/A

Supervisor

[ABC](#) 

Employee Comments

Overall Comments

Self: N/A

Employee

[ABC](#) 

Electronic Signature Notification

By electronically signing this document, I hereby acknowledge that I have read and understood this review and have met with my manager to discuss it.