



RUSSELLVILLE FIRE DEPARTMENT

"Exceptional Service"

Performance Evaluation

NAME:

POSITION:

ASSIGNMENT:

FIRST LEVEL SUPERVISOR:

SUPERVISING TIME PERIOD: YR

MO

SECTION 1: PERFORMANCE OBJECTIVES

SECTION 2. EVALUATION CRITERIA

Mid
Year

Year
End

A. ANNUAL PERFORMANCE PLAN

- Clearly identifies plan objectives and expectations
- Identifies objectives that are specific, measurable, achievable, timely
- Indicates the ability to achieve plan objectives
- Plan objectives being met

B. JOB SCOPE / TECHNICAL

- Task / assignment completion
- Meeting job scope parameters and expectations
- Technical competency / proficiency
- Effort to expand technical skills and knowledge
- Ability to produce under stress
- Multi-tasks / handles additional responsibilities

C. TRAINING / PROFESSIONAL DEVELOPMENT

- Contributes / participates in Department level training
- Demonstrates initiative through self study
- Proactive in professional development
- Familiar with policies and procedures
- Knowledge / maintenance of tools and equipment
- Maintains a level of physical fitness / wellbeing

D. COMMUNICATION / PROBLEM SOLVING

- Oral / written articulation skills
- Ability to listen and consider ideas of others
- Effectiveness in communicating
- Professional representation
- Anticipates / identifies problems, analyzes situations
- Works toward a resolution

E. OWNERSHIP

- Personal accountability
- Personal responsibility
- Consistently makes Customer Service a priority
- Contributes to organization
- Mission-driven



SECTION 2: EVALUATION COMMENTS

MID-YEAR COMMENTS

END OF YEAR COMMENTS