



# PERFORMANCE EVALUATION

## CITY & BOROUGH OF WRANGELL

### Purpose

The purpose of the performance review process is to provide a record of the employee's job performance, to encourage professional growth, and to provide an opportunity for open dialogue between employees and the Supervisor.

Evaluations should consider, but are not limited to, representative job duties, quality of work, interpersonal skills, previously set goals and future expectations.

### Instructions

#### Section 1:

Completed by the Supervisor

- Performance Standards
- Essential Job Functions

#### Section 2:

Completed Jointly

- Goals & Action Plan

#### Section 3:

Completed by Supervisor

- Additional Comments
- Signatures

### Timeline

#### April - June 2026

- Supervisor completes Section 1.
  - Provides a copy of the draft evaluation to the department director for review.
  - Prepares for a meeting.
- Supervisor provides a copy of the draft evaluation to the employee 2-3 days before the evaluation meeting.
- Employee and Supervisor meet to discuss the evaluation and jointly complete Section 2.
- Supervisor finalizes the evaluation form including any additional comments (Section 3)
- Supervisor routes for signatures and distributes copies

**FINAL FORM DUE: FRIDAY, JUNE 26, 2026**

### Responsibilities

#### The Evaluation and Goal Setting Meeting

The Supervisor and employee will meet to discuss the current evaluation. They should meet in an atmosphere that is both private and free of interruptions, and the Supervisor should take particular care to make the meeting a priority. There should be an open and honest exchange where each is permitted to state his or her opinion regarding the answer to any section.



### After the Meeting

After the meeting, the Supervisor will finalize the evaluation form including any additional comments. If an employee disagrees with a particular answer, he or she may note the disagreement on the form or by attaching a separate document. When the form has been completed, it will be signed by the employee, the Supervisor, and the department director. The Supervisor will provide the original copy to the Borough Manager and provide a copy to the employee.

## SECTION 1: Completed by the Supervisor

### Performance Review & Essential Job Functions

#### Employee Information

Name:

Review Period:

Job Title:

Supervisor:



**Performance Standards**

**RATINGS:** E = Exceeds Standards; M = Meets Standards; DN = Does Not Meet Standards

*\*Comments are required for 'Exceeds Standards' ratings and 'Does Not Meet Standards' ratings. Please provide examples when appropriate.*

<b>1. Quality of Work / Dependability /Professionalism</b>	<b>E*</b>	<b>M</b>	<b>DN*</b>
a) Work is accurate and thorough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Uses work time and Borough resources efficiently.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Completes assignments in a timely manner and is responsive to the time constraints of others.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Is reliable and punctual in attendance and projects a professional appearance appropriate to their position.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Accepts accountability for actions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**

<b>2. Borough Core Values/ Judgment/ Initiative</b>	<b>E*</b>	<b>M</b>	<b>DN*</b>
a) Makes practical, common-sense decisions appropriate to the situation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Contributes to Borough success and is dedicated to public service and teamwork.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Takes initiative and proactively pursues appropriate action for the best interest of the Borough.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Displays the Borough's values of Resiliency, Community, Integrity, Sustainability, and Transparency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Pursues assignments, duties, and training to improve individual professional development.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Comments:**



### 3. Interpersonal Communications

	E*	M	DN*
a) Establishes and maintains effective relationships, and communicates with respect, empathy, and dignity even in difficult situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Receptive to others, resolving disputes directly and appropriately, in a positive manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Written communication is consistently accurate, well-organized, and appropriate for the intended audience.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d) Able to present information clearly and persuasively and responds appropriately to questions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e) Complies with Borough policies governing professional and appropriate communication.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f) Shares information/ideas and actively listens to others' points of view.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

### Essential Job Functions

In this section, the Supervisor should review the employee's job description, and rate the employee on 3 essential job functions.

<p><b><u>E = Exceeds Standards</u></b>  <i>Is a solid leader, role model &amp; takes ownership in this area. Actively &amp; continuously seeks opportunities to make improvements and a positive difference. Anticipates needs &amp; seamlessly handles them. No supervision or specific direction in this area is needed. *Comments Required</i></p>	<p><b><u>M = Meets Standards</u></b>  <i>Consistently demonstrates enthusiasm, pride &amp; a positive attitude. Demonstrates dependability in this area. Little supervision or specific direction is necessary in this area.</i></p>	<p><b><u>DN = Does Not Meet Standards</u></b>  <i>Performance needs to be improved in this area in order to be considered acceptable. May demonstrate a lack of dependability or accountability. Guidance and specific direction are regularly needed from others. *Comments Required</i></p>
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<p><b>Rating</b></p> <p><input type="checkbox"/> E*</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> DN*</p>	<p><b>Job Function 1:</b></p> <p><b>Comments:</b></p>
<p><b>Rating</b></p> <p><input type="checkbox"/> E*</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> DN*</p>	<p><b>Job Function 2:</b></p> <p><b>Comments:</b></p>



<p><b>Rating</b></p> <p><input type="checkbox"/> E*</p> <p><input type="checkbox"/> M</p> <p><input type="checkbox"/> DN*</p>	<p><b>Job Function 3:</b></p> <p><b>Comments:</b></p>
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## SECTION 2: Completed Jointly Goals & Action Plan

### Employee Information

Name:

Review Period:

Job Title:

Supervisor:

### Goals & Action Plan (Set Jointly)

Progress on Current Goals:

Next Evaluation Period Goals and Action Plans:



## SECTION 3: Completed by Supervisor

### Additional Comments & Signatures

#### Additional Comments

#### Verification of Review

Employee Signature		Date	
Supervisor Signature		Date	
Director Signature		Date	
Borough Manager Signature		Date	