

CITY OF FLORISSANT HUMAN RESOURCES DEPARTMENT

Employee Evaluation

EMPLOYEE NAME: Kati Giblitterra				POSITION/CLASSIFICATION:		OVERALL RATING: 2.30	
PAY GRADE				STEP DATE: June 1st YEAR: 2024		Annual Evaluation	
(4) EXCEPTIONAL		(3) ABOVE AVERAGE		(2) SATISFACTORY		(1) NEEDS IMPROVEMENT	
(4) (3) (2) (1) (0)		(3) (2) (1) (0)		(2) (1) (0)		(0) UNACCEPTABLE	
<div style="background-color: #e0e0e0; padding: 5px;"> Section I - QUANTITY OF WORK Volume of work regularly produced; speed & consistency of output; time spent on the job after reporting. </div>		2.00		1. Use of Time (efficient or unproductive)			
		2.00		2. Planning (ability to plan ahead; set priorities; meet deadlines)			
		3.00		3. Organizational (operational ability to coordinate)			
		2.00		4. Teamwork (ability to contribute as a part of a unit)			
		2.00		5. Multitask (ability to maintain productivity in all situations)			
		3.00		6. Initiative (resourceful ability to see a need and apply oneself)			
				Best Possible Score		SECTION 1: TOTAL	
0.00		6.00		8.00		0.00	
<div style="background-color: #e0e0e0; padding: 5px;"> Section II - QUALITY OF WORK Extent to which job is performed; meets quality requirements; thoroughness; and efficient use of resources. </div>		2.00		7. Use of Resources (use/maintenance materials/physical equipment/vehicles/tools)			
		2.00		8. Communications (presentation of information in written/oral form)			
		3.00		9. Customer Service (displays courtesy and sensitivity; meets commitments; responds promptly to customers/residents)			
		3.00		10. Public Relations (effectiveness in meeting the public; good representative of the City)			
				Best Possible Score		SECTION 2: TOTAL	
		0.00		6.00		4.00	
<div style="background-color: #e0e0e0; padding: 5px;"> Section III - JOB SKILLS AND KNOWLEDGE Skills & knowledge to perform job. Includes understanding of duties & related work. Amount of skill possessed to carry out assignments and meet quality and quantity requirements. </div>		3.00		11. Knowledge of work responsibilities (ability to perform duties of job per knowledge of processes)			
		2.00		12. Use of Resources (knowledge or ability to locate answers through investigation)			
		2.00		13. Decision Making (coming to proper conclusion based on information)			
		2.00		14. Policies/Procedures (follow proper policies and procedures to ensure work is done effectively and efficiently)			
		3.00		15. Business Knowledge (knowledge of City rules, regulations and Ordinances)			
				Best Possible Score		SECTION 3: TOTAL	
0.00		6.00		6.00		0.00	

(4)	(3)	(2)	(1)	(0)	Section IV-RESPONSIBILITY Amount of supervision required to carry out instructions, meet schedules and get work production.
		2.00			16. Attitude/Work Behavior (the demeanor used in dealing with customers, residents, co-workers, supervisors)
		2.00			17. Morale/Work Ethic (helps promote a positive work environment; demonstrates positive work habits)
		2.00			18. Safety (compliance with safety rules)
		2.00			19. Appearance (grooming/dress)
					20. Dependability (absenteeism/hardiness)/Reliability (getting job completed)
	0.00	10.00	0.00	0.00	Best Possible Score
					18
					SECTION 4: TOTAL 10.00
					Section VI- COMMENDATIONS, AWARDS AND DISCIPLINARY ACTIONS During this evaluation period, the employee received the following:
					Explanation:
					COMMENTS SECTION
					Kati has great knowledge of the department. One of her strengths is the way and tone of her voice while talking to patrons. Her voice is always very pleasant. One of her goals this year was to take a back seat with the front desk staff. She has been working with me to let me know of any issue instead of trying to handle them while still assisting when needed.
					Katie still is using a lot of time off. We have also been working on making sure that she is here at 8:00 instead of a few minutes later. These last few weeks I have seen improvements. We also will be working on making sure that the custodians and Park Maintenance have the building schedule in a timely manner.
					Area for Improvement: Justify all factors rated "Unacceptable" or "Needs Improvement"; record areas in which employee's job performance needs strengthening and appropriate schedule for re-evaluation. (Attach extra sheets for additional information, if applicable).

LEVEL OF PERFORMANCE

(4)	(3)	(2)	(1)	(0)				
0.00	18.00	28.00	0.00	0.00	Total Score divided by	Total Factors	equals	Average Score
						46.00	20	2.30
								Overall Rating
								2.30

Employee's Comments:

Employee Goals:

Employee's Signature:

Kathryn Schick

4/23/24

Date

☒

Do Not Recommend Merit Raise

Supervisor's Signature:

Janice Steel

4/23/24

Date

☒ Recommend Merit Raise

Do Not Recommend Merit Raise

Director's Signature:

Clay A. Meyer

5-15-24

Date

☐ Approved

☐ Not Approved

Mayor's Signature:

Date

Revised: 06/18/2015