CITY OF FLORISSANT HUMAN RESOURCES DEPARTMENT Employee Evaluation

SECTION 3: TOTAL 12.00	Best Possible Score 20	0.00	0.00	6.00	6.00	0.00
		1				
noontal) and amount)	15. Business Knowledge (knowledge of City rules, regulations and Ordinances)			2.00	3.00	
ffectively and efficiently)	13. Decision Making (coming to proper conclusion based on information) 14. Policies/Procedures (follow proper policies and procedures to ensure work is done effectively and efficiently)			2.00		
	12. Use of Resources (knowledge or ability to locate answers through investigation)			2.00		
processes)	11. Knowledge of work responsibilities (ability to perform duties of job per knowledge of processes)				3.00	
ILLS AND KNOWLEDGE of duties & related work. Amount of skill nd meet quality and quantity requirements.	Section III - JOB SKILLS AND KNOWLEDGE Skills & Knowledge to perform jobIncludes understanding of duties & related work. Amount of skill- possessed to carry out assignments and meet quality and quantity requirements.			(2)	(8) (8)	(4)
10.00		0.00	0.00	4.00	6.00	0.00
SECTION 2: TOTAL	Best Possible Score	Щ				
	The survey of the property of the popular popu				0.00	
orniphy to customers/residents/	 Customer Service (displays couries) and sensitivity; meets communicately, responds promptly to customers/residents/ 10. Public Relations (effectiveness in meeting the public: good representative of the City) 	7 ("			3.00	
	1	2 0		2.00		
	7. Use of Resources (use/maintenance materials/physical equipment/vehicles/tools)			2.00		
UALITY OF WORK uirements: thoroughness, and efficient use of resources.	Section II - QUALITY OF WORK Extent to which job is performed, meets quality requirements: thoroughm	(0);	(1)	(2)	(3)	- (4)
14.00	24	0.00	0.00	8.00	6.00	0.00
SECTION 1: TOTAL	Best Possible Score					
	6. Initiative (resourceful ability to see a need and apply oneself)				3.00	
	5. Multitask (ability to maintain productivity in all situations)	(7)		2.00		
	4. Teamwork (ability to contribute as a part of a unit)			2.00		
	Organizational (operational ability to coordinate)	(1)			3.00	
	2. Planning (ability to plan ahead, set priorities, meet deadlines)	2		2.00		
	1. Use of Time (efficient or unproductive)			2.00		
spent on the Job after reporting.	Section I - QUANTITY OF WORK Volume of work regularly produced; speed & consistency of output, time spent on the job after reporting.	(0)	(1)	(2)	(3)	(4)
(0) UNACCEPTABLE	(2) SATISFACTORY (1) NEEDS IMPROVEMENT	(3) ABOVE AVERAGE	3) ABOVE		(4) EXCEPTIONAL	(4) EXC
	STEP DATE: June 1st YEAR: 2034 Annual Evaluation	(0			ADE	PAY GRADE
	POSITION/CLASSIFICATION: OVERALL RATING: 2.30			NAME:	EMPLOYEE NAME: Kati Gibiliterra	EMPL Kati G
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(4) (2) (2) (1) (0) Amount of supervision requirect to carry out instructions, meet schedules and get work production. 2.00 16. Attitude/Work Ethic (helps promote a positive work environment, demonstrates positive work habits) 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) 2.00 20. Dependability (absenteetsm/lardiness)/Reliability (getting job completed) 8. Section VI = COMMENDATIONS - AVARDS AND DISCIPLINARY ACTIONS Commendations Reprimands (verhal/Written) Suspensions Commendations Explanation: Explanation: COMMENT: SECTION Areas of stream. Justify all factors rates of the conditional information, when employee has demonstrated aupertor ob performance and/or special initiative in improving a stream of the strengths as the way and time of the recover of any issue instead of fring to hande them while assisting when needed. Section VI = COMMENT: SECTION Section VI = COMMENT: SECTION Section VI = COMMENT: SECTION COMMENT: SECTION COMMENT: SECTION Areas of stream. Justify all factors rates of the strengths as the way and time to let me know of any issue instead of fring to hande them while assisting when needed. Section VI = COMMENT: SECTION COMMENT: SECTION Areas of stream. Justify all factors rates of the strengths as the way and time to let me know of any issue instead of fring to hande them while assisting when needed.	Commendations Commendation	
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exempt: lustify all factors rated	covering in account of the control o	Ustic still is using a lot of time off. We have also been working on making sure that sha is here of 8:00 instead of a few minutes later. These last few weeks I have seen
aled	in which employee's job needs strengthening and appropriate re-evaluation. sheets for additional information,	Improvements. We also will be working on making sure that the custodians and Park Maintenance have the building schedule in a timely manner.
,	performance needs strengthening and appropriate schedule for re-evaluation. (Attach extra sheets for additional information, if applicable).	
performance needs strengthening and appropriate	(Attach extra sheets for additional information, if applicable).	
Schedule Id Terrediadudi.	(Attach extra sheets for additional information, if applicable).	
(Attach extra sheets for additional information,	I application.	
if applicable).		
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	ICE	
(4) (3) (2)	(0)		
	Total Score divided by Total Factors equals	Average Score equals	Overall Rating
0.00 18.00 28.00	20	2.30	2.30
Employee's Comments:			
Employee Goals:			
Employee's Signature:	Hithung Bill		4/23/24 Date
X	☐ Do Not Recommend Merit Raise		
Supervisor's Signature:	James Stell		4/33/24 Date
∯ Recommer	Recommend Merit Raise Do Not Recommend Merit Raise		
Director's Signature:	Charl & Thorn Stary		5-15-24 Date
☐ Approved	□ Not Approved		
Mayor's Signature:			Date
Revised: 06/18/2015			