Public Works Department
Performance Evaluation Checklist

Version: November 2011

Date ___/___/___ Employee Name and ID _____ Appraisal Period _____

	Item	Comment	Supervisor's Summary	Complete/NA	Date	Initials
1	Attendance Profile	Completed for the rating period. Identify patterns and excessive use of non-planned leave. Must be attached to all appraisals & electronic interim probationary evaluations.		☐		
2	Medical Certification	Is the employee on med cert. When did it start and scheduled to end. Note in appraisal as appropriate.		☐		
3	Merit Increase	Is the employee eligible for a merit increase. Attach a copy of IFAS merit submittal form to the appraisal.		☐		
4	Workers Comp	Workplace injuries - Has the employee been or are they currently covered under Workers Comp (light-duty and/or off work). Note in appraisal as appropriate.		☐		
5	FMLA	Has the employee been or are they currently covered under FMLA.		☐		
6	Discipline/Coaching	Coaching/Discipline administered during evaluation period. Both should be appropriately noted on the appraisal.		☐		
7	Incident Summary	Incidents involving employee during evaluation period. Vehicle & equipment related and work injuries that required medical attention. Note in appraisal as appropriate.		☐		
8	Performance Deficiencies	Supervisor & Manager to draft. Note in appraisal as appropriate considering checklist items and work performance.		☐		
9	Performance Achievements	Supervisor & Manager to draft. Note in appraisal		☐		
10	Goals (3 to 5)	Supervisor and Manager to draft (must be measurable by including due date, %, #, etc.). Note in appraisal		☐		
11	Professional License or Certificate	Is a Professional License or Certifcate required for this job classification? Supervisor will verify required License or Certificate is current. Attach copy		☐		
12	Interim Appraisal	Is the employee on Interim appraisals or special requirements. Note in appraisal as appropriate.		☐		

Manager of Employee:_____ Date:_____

Director Approval for Issuance:_____ Date :_____

	Process	Timeline (days before due date)
5	PW Director review. Signs form and routed back for issuance	15
4	Submittal PWD Admin	15
3	Dep PW Dir - PWM - ASM review	20
2	Mgr & Supervisor review App and checklist. Manager signs checklist and routes to PW Admin	25
1	Supervisor Prepares App & checklist	30
6	Supervisor Meets with Employee	