

Maintains a positive outlook towards work responsibilities
 Maintains professional confidentiality both on and off work hours
 Demonstrates dependability for follow-up on commitments and responsibilities
 Demonstrates self confidence while performing work responsibilities

Demonstrates effective communication in a timely manner
 Promotes fairness and equality
 Encourages cooperation and collaboration
 Inspires and motivates staff; exhibits patience

Comments:

Comments:

Communication/Cooperation

Efficiently and effectively communicates with the Board in a timely manner
 Participates in community organizations to inform the public of District business
 Organizes meetings with other local entities, as needed, to encourage partnerships and cost sharing of resources
 Participates in professional groups, such as AFDA, AFCA, etc
 Strengthens relationships with all involved parties from staff to the public to local and state government
 Maintains positive relationships with other fire districts, local and state municipalities, and the citizens
 Works closely with the media and outside agencies to promote a positive image of the District

E	M	B

Supervision of Employees/Leadership

Exhibits leadership and initiative in the hiring, supervision, and development of employees
 Seeks and accepts feedback from employees
 Gives clear directives and takes assertive action to achieve desired results
 Promotes teamwork among employees
 Provides guidance for professional and personal growth of employees
 Demonstrates the ability to adequately train employees to meet job requirements
 Communicates expectations
 Accepts responsibility for decisions made

E	M	B

Comments:

Comments:

Managing Resources

Identifies and implements cost savings/revenue producing ideas
 Achieves budgeted expectations
 Appropriately utilizes resources
 Demonstrates the ability for short-term and long-term planning
 Considers and develops a future capital improvement plan

E	M	B

Overall Rating

Exceeds Standard - Performance is exceptional. Consistently achieves results well in excess of Department standards.
Meets Standard - Regularly meet Department standards for the position. A solid overall performance.
Below Standard - Performance does not regularly meet basic Department standards prescribed for the position. Improvement is required.

E	M	B

Comments:

Goals, Objectives, and Developmental Needs:

Employee Comments:

Signatures:

Preparer Signature & Date Approved Signature & Date

Employee Signature & Date

Printed Name Printed Name

Printed Name