BOROUGH OF RIVERDALE
NEW JERSEY

Resolution No: 52-2016

Date of Adoption: February 24, 2016

TITLE:

APPROVING THE ADOPTION OF THE REVISED PERFORMANCE PLANNING AND APPRAISAL FORM FOR THE BOROUGH OF RIVERDALE

WHEREAS, the Performance Planning and Appraisal Form will provide a written record of the employee's major job duties, goals and competencies, as well as the supervisor's assessment of performance; and

WHEREAS, it has been designed to improve job understanding, encourage effective performance and establish goals that support department and career development; and

WHEREAS, the appraisal provides information to support merit salary determinations and other personnel actions; and

WHEREAS, the appraisal will become part of the employee's permanent personnel file; and

WHEREAS, the Performance Planning and Appraisal Form has been reviewed and approved of by the Mayor and Council of the Borough of Riverdale.

NOW THEREFORE BE IT RESOLVED that the Borough of Riverdale hereby agrees to adopt the newly revised version of the Performance Planning and Appraisal Form for the Borough of Riverdale dated February 24, 2016; and

BE IT FURTHER RESOLVED that the form shall be effective immediately from the adoption of this Resolution.

RECORD OF COUNCIL VOTE

Motion – by Councilman: _____ Second - by Councilman: _____

COUNCILMAN	Yes	No	Absent	Abstain		COUNCILMAN	Yes	No	Absent	Abstain
Astarita						Pellegrini				
Revis						Desai				
Clinton						Oswald				

_____ A.J. Jalloh, Borough Clerk

_____ Paul M. Carelli, Mayor

This resolution, when adopted, must remain in the possession of the Borough Clerk. Certified copies are available.

BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

The annual appraisal covers the time period from _____ through_____

This appraisal provides a written record of the employee's major job duties, goals and competencies, as well as the supervisor's assessment of performance. It is designed to improve job understanding, encourage effective performance and establish goals that support department and career development. In addition, the appraisal provides information to support merit salary determinations and other personnel actions. Supervisors are expected to be accurate and candid in their evaluation of employees. This appraisal will become part of the employee's permanent personnel file.

EMPLOYEE PORTION

Name: _____ Supervisor: _____

Job Title: _____

Department/Office: _____

MAJOR RESPONSIBILITIES:

List the major responsibilities of your position in approximate order of importance:

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_____

_____

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SELF-APPRAISAL:

The self-appraisal section is designed to encourage constructive discussion between you and your supervisor about your accomplishments and professional goals. The more involved you are in your performance appraisal, the more effective the appraisal interview is likely to be.

POSITION DESCRIPTION: Do you feel that the expectations of your job are clear and consistent with your position description?

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

ACCOMPLISHMENTS: Identify at least two accomplishments during the past year that enhanced your job performances and the goals of the department.

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DEVELOPMENT: Indicate your immediate and longer-term career objectives, including any plans for further education and/or skill enhancement.

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TRAINING OPPORTUNITIES: What courses or training programs would enable you to improve your performance and contribute to overall department goals?

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ORGANIZATIONAL CLIMATE: Are there changes in the way the department functions that would assist you and others to perform more effectively?

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

PRIOR YEAR GOALS/OBJECTIVES: List the prior year goals that were agreed upon by employee and supervisor. View previous evaluation.

_____

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_____

NEXT YEAR'S GOALS/OBJECTIVES: List goals for the coming year that will support department objectives and enhance job performance. (as discussed and agreed upon by the employee and supervisor). Goals should be: 1. Specific, 2. Measurable, 3. Achievable, 4. Results-oriented and 5. Time-specific

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

SUPERVISOR PORTION

SUPERVISOR'S NARRATIVE: Review the employee's list of major responsibilities, and note your concurrence or comment on any additions, deletions or changes in priority that you feel are appropriate. Using the space below, please provide a detailed assessment of the employee's performance. Be clear and concise in your articulation of strengths, achievements, goal attainment, and areas for growth and development.

_____

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PERFORMANCE RATING: Specify rating from 1-5 or N/A with 1 as unsatisfactory and 5 as outstanding.

Scale:
- **5- Outstanding:** Work performance is consistently superior to job expectations.
- **4- Exceeds expectations:** Work performance is consistently above expectations.
- **3- Meets expectations:** Work performance is consistently meeting job expectations.
- **2- Partially meets expectations:** Work performance meets some, but not all, job expectations.
- **1- Unsatisfactory:** Work performance is inadequate and inferior to job expectations. Performance at this level cannot be allowed to continue.
- **N/A-** Not relevant to the job.

PERFORMANCE CATEGORIES	RATING					
Quality of work: Demonstrates accuracy, thoroughness and effectiveness.	1	2	3	4	5	N/A

Comments:

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Flexibility: Performs well under pressure; adaptable; welcomes change as an opportunity.	1	2	3	4	5	N/A

Comments:

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

Initiative: Sets own constructive work practices; recommends new procedures; seeks creative solutions to obstacles or problems. 1 2 3 4 5 N/A

Comments:

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Dependability: Completes work in a timely manner and meets deadlines; follows through on plans and assignments 1 2 3 4 5 N/A

Comments:

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Attendance: Demonstates reliable consistent work attendance and adheres to assigned work schedule. 1 2 3 4 5 N/A

Comments:

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Interpersonal relations: Is cooperative, considerate and tactful in dealing with supervisors, subordinates, peers, and others. 1 2 3 4 5 N/A

Comments:

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Organization: Work is well received, analyzed and carried out systematically. 1 2 3 4 5 N/A

Comments:

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Communication abilities: Expresses thoughts clearly and concisely, both orally and in writing. 1 2 3 4 5 N/A

Comments:

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Embraces diversity: Fosters an inclusive workplace where diversity and individual differences are valued. 1 2 3 4 5 N/A

Comments:

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Facing issues: Handles issues and seeks to resolve them by constructive action at his or her own level. 1 2 3 4 5 N/A

Comments:

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Utilization of resources: Utilize funds, staff and/or equipment economically and effectively. 1 2 3 4 5 N/A

Comments:

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Judgment: Exercises sound judgment; demonstrates awareness of work-related consideration in decision-making. 1 2 3 4 5 N/A

Comments:

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Growth and development: Attempts to improve competencies in job-related areas; seeks opportunities to develop professionally. 1 2 3 4 5 N/A

Comments:

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For Supervisors--Leadership: Creates a vision or goal for one's work unit and communicates in a way that motivates others to implement it, understands and leverages the organization's structure and relationships; pursues organizational support and resources; develops strategies to include divergent opinions and to overcome adversity; moves plans forward to a specific course of action. 1 2 3 4 5 N/A

Comments:

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

For Supervisors--Managing conflict: Ensures productive resolution of conflict; recognize different viewpoints; brings conflicts into the open and encourage those involved to find appropriate solutions. 1 2 3 4 5 N/A

Comments:

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For Supervisors--Managing performance: Sets clear goals and expectations for staff, follows progress against goals; provides regular feedback; addresses performance issues promptly; fosters learning and development; provides public recognition or staff accomplishments. 1 2 3 4 5 N/A

Comments:

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NEXT YEAR'S GOALS/OBJECTIVES: List goals for the coming year that will support department objectives and enhance job performance. (as discussed and agreed upon by the employee and supervisor). Goals should be: 1. Specific, 2. Measurable, 3. Achievable, 4. Results-oriented and 5. Time-specific

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BOROUGH OF RIVERDALE
PERFORMANCE PLANNING AND APPRAISAL FORM

EMPLOYEE SIGNOFF

I have reviewed this report. It represents the facts to the best of my knowledge as presented at the time of this evaluation.

Reviewer: _____ **Date:** _____

I understand by signing and submitting this evaluation, it does not indicate agreement or disagreement but simply that the evaluation has been discussed with my supervisor.

Employee's Signature: _____ **Date:** _____

Employee's Comments: This section may be used to comment on the appraisal and any other observations recorded on this evaluation.

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