



PERFORMANCE EVALUATION - CIVILIAN MEMBERS

HUMAN RESOURCES DIVISION
CHICAGO POLICE DEPARTMENT

Distribution: Original - Unit Personnel File, Copies - Employee, Supervisor and Next Level Supervisor.

Rating Period:	From: _____	To: _____
Employee Name:	_____	
Employee No:	_____	Unit Name & No.: _____
Employee Title:	_____	
Evaluation Date:	_____	
Evaluation Type:	<input type="checkbox"/> Probationary Review <input type="checkbox"/> January 1 - June 30 <input type="checkbox"/> July 1 - December 31	
Supervisor's Name:	_____	
Supervisor's Title:	_____	
Next Evaluation Date:	_____	

Rating Summary	Part I General Performance Factors	<input type="checkbox"/> /4.00
	Part II Supervisory Performance Factors	<input type="checkbox"/> /4.00

Overall Rating

(For non-supervisory members, Overall Rating is Rating Total (for Part I) divided by 9.)

(For supervisory members, Overall Rating Total (for Part I and II) divided by 13.)

Overall Rating for Performance Period:

Employee Comments: (Post-Review)

Supervisor Comments: (Post-Review)

Acknowledgements:

I hereby certify that I have reviewed this evaluation and understand that I will receive a copy. I am aware that my signature indicates only that I have received the evaluation. It does not necessarily indicate agreement with the rating. I understand that employees represented by AFSCME or SEIU have the right to submit a rebuttal to performance evaluations in their personnel files.

Employee's Signature	Employee No.	Date
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I hereby certify that this report constitutes an accurate evaluation using my best judgment of the work performed by this employee for the rating period indicated.

Supervisor's Signature	Employee/Star No.	Date
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I hereby certify and concur with the evaluation conducted for this rating period as it was consistent with Department Directive E05-03 entitled "Performance Ratings - Civilian Members".

Next Level Supervisor's Signature	Employee/Star No.	Date
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PART I - GENERAL PERFORMANCE FACTORS

RATING:

1 = Does Not Meet Expectations
3 = Consistently Meets Expectations

2 = Meets Most Expectations
4 = Exceeds Expectations

<p>Accountability - Accepts personal responsibility for performance and behavior.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Communication - Understands others and transmits information in a clear, accurate, and timely manner.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Customer/Public Service Focus - Attends to the needs of the public and/or internal and external customers. Maintains satisfaction with services offered.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Integrity - Demonstrates honesty and forthrightness in all interactions.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Job Knowledge - Understands the purpose, function, and responsibilities of the job.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Problem Solving - Uses logic, methods and experience to resolve challenges or improve work processes.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Quality of Work - Performs work that is complete, accurate, and meets department performance metrics.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Quantity of Work - Performs work at a consistent rate and meets department performance metrics.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>
<p>Time and Task Management - Uses time, resources, and technology efficiently to ensure completion of assignments.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<p>Rating</p> <input style="width: 80%; height: 25px;" type="text"/>

Overall Rating for Part I =
(Rating Total divided by 9)

PART II -SUPERVISORY PERFORMANCE FACTORS

RATING:

1 = Does Not Meet Expectations
3 = Consistently Meets Expectations

2 = Meets Most Expectations
4 = Exceeds Expectations

<p>Delegation - Prioritizes and assigns tasks according to staffs abilities and strengths.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<table border="1" style="width: 100%; height: 25px;"> <tr><td style="text-align: center;">Rating</td></tr> <tr><td style="height: 25px;"> </td></tr> </table>	Rating	
Rating			
<p>Enforcement of Work Standards and Time Lines - Holds staff responsible for job performance and addresses problems appropriately.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<table border="1" style="width: 100%; height: 25px;"> <tr><td style="text-align: center;">Rating</td></tr> <tr><td style="height: 25px;"> </td></tr> </table>	Rating	
Rating			
<p>Personal Leadership - Motivates staff and serves as a positive role model.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<table border="1" style="width: 100%; height: 25px;"> <tr><td style="text-align: center;">Rating</td></tr> <tr><td style="height: 25px;"> </td></tr> </table>	Rating	
Rating			
<p>Staff Development - Provides appropriate information, training, feedback, and encouragement to enhance staff performance.</p> <p>Examples: <input style="width: 600px; height: 25px;" type="text"/></p>	<table border="1" style="width: 100%; height: 25px;"> <tr><td style="text-align: center;">Rating</td></tr> <tr><td style="height: 25px;"> </td></tr> </table>	Rating	
Rating			

Overall Rating for Part II =
(Rating Total divided by 4)