

SPRINGDALE FIRE DEPARTMENT

FIREFIGHTER ANNUAL PERFORMANCE EVALUATION

Employee Name	Rank\Title	Date
Supervisor Name	Rank\Title	Evaluation Year

Instructions: Using the scale below, rate the employee for each category. A rating of E or N requires a written explanation in the comment section of this evaluation.

EVALUATION SCALE

E = Exceeds Expectations M = Meets Expectations N = Needs Improvement

- ___ A. Promotes team building and works well with others.
- ___ B. Maintains composure and performs under pressure.
- ___ C. Adheres to orders and directives in emergency and non-emergency settings.
- ___ D. Accepts and adapts well to change.
- ___ E. Promotes positive relations with members of the public.
- ___ F. Follows SFD Policies and Procedures.
- ___ G. Follows adopted EMS protocols.
- ___ H. Properly identifies, locates, and uses equipment.
- ___ I. Properly maintains vehicles and equipment.
- ___ J. Performs fireground procedures safely and effectively.
- ___ K. Performs EMS procedures safely and effectively.
- ___ L. Required reports submitted accurately and timely.
- ___ M. Working knowledge of department computer systems.
- ___ N. Completes routine tasks without direct supervision.

City Personnel Policies and Civil Service Rules and Regulations

Has the employee received disciplinary action during this evaluation period for any violations of City Personnel Policies, or Civil Service Rules and Regulations?

- Yes No

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Overall Performance Rating

Based upon the preceding evaluation, but not necessarily an average of the factors since some are more important than others. Carefully consider the performance levels listed below and check the term which best describes the employees overall performance for this evaluation period.

- Exceeds Expectations
- Meets Expectations
- Needs Improvement

Comments, explanations, and/or suggestions for improvement:

(please attach an additional documentation if more area is needed)

Supervisor Signature Date

As the employee being evaluated please select one of the following:

- I agree with this evaluation.
- I disagree with this evaluation.

Employee Comments:

Employee Signature Date