

City of New Hope
Upward Appraisal Form

Purpose and Instructions

An important component of the city's performance appraisal process is the opportunity for an employee to provide feedback to his/her supervisor regarding the supervisor's performance during the past year.

Listed below are a number of rating factors regarding your supervisor's performance. Read the definition for each factor and then select one of the following ratings: A **significant strength** of the supervisor's performance, **fulfills the needs** of people in the department, or **improvement is recommended**. Use the "Supporting Comments" section to provide examples that help explain your rating.

Do not sign this form; your feedback will be anonymous.

Name of Supervisor: _____

Supervisor Performance Factors

1. **TECHNICAL/JOB KNOWLEDGE:** Possesses appropriate knowledge of jobs within the department; keeps abreast of new developments, technology, trends, and the performance of employees within the department.

Significant Strength

Fulfills Needs

Improvement Recommended

2. **COMMUNICATIONS:** Communicates appropriately with department members in written and oral form.

Significant Strength

Fulfills Needs

Improvement Recommended

3. **TEAMWORK:** Works and interacts with others within the department to accomplish our overall goals.

Significant Strength

Fulfills Needs

Improvement Recommended

4. **LEADERSHIP:** Conveys ideas in a convincing way and motivates others within the department. Initiates and coordinates various activities/projects.

Significant Strength

Fulfills Needs

Improvement Recommended

5. **SAFETY:** Actively encourages department members to work safely, use safety equipment when necessary, follow proper safety measures, and report safety hazards to responsible authority.

Significant Strength

Fulfills Needs

Improvement Recommended

6. **INSPIRATION:** Enrolls and enlists people in the department in the vision for the City; encourages people in the department to take pride in the City, its services, and its employees.

Significant Strength

Fulfills Needs

Improvement Recommended

7. DEVELOPS PEOPLE: Recognizes an individual's career goals and creates growth opportunities.

Significant Strength

Fulfills Needs

Improvement Recommended

8. CREATES AN INCLUSIVE ENVIRONMENT: Recognizes values and rewards diversity among employees.

Significant Strength

Fulfills Needs

Improvement Recommended

9. FAIRNESS: Treats employees and issues in a consistent manner within city policies and guidelines.

Significant Strength

Fulfills Needs

Improvement Recommended

10. PROBLEM RESOLUTION: Resolves problems involving employees and issues within the department in an accurate and timely manner.

Significant Strength

Fulfills Needs

Improvement Recommended

Supporting Comments:

Return to: _____

by: _____
(Date)