

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. **Please send the completed form to human resources. HR will summarize and remove any identifying information before sharing with the appropriate director.**

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)