

TYPE OR EVALUATION

- 1. INCREMENT
- 2. PROBATIONARY
- 3. ANNUAL
- 4. OTHER _____



CITY OF PORT ST. LUCIE
REPORT OF PERFORMANCE EVALUATION

SOCIAL SECURITY # 192-56-3871

DISTRIBUTION AFTER APPROVAL
 1-White - Personnel Department
 2-Yellow - Originating Department
 3-Pink - Employee

Employee's Name Vold Stephen H. Department Utility Systems Division Wastewater
 Last First Middle
 Position Manager for the period from 3/22/04 to 4/22/04 inclusive.

CHECK ITEMS + - Strong ✓ - Standard - - Weak	CIRCLE FACTOR RATINGS B = Performance BELOW Requirements M = Performance MET Requirements E = Performance EXCEEDED Requirements	Use space below for COMMENTS . Examples of work well done or suggestions about how to improve work performance should be noted. Overall rating of Outstanding or Unsatisfactory must be substantiated in writing.
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1. QUANTITY → B (M) E <input checked="" type="checkbox"/> Amount of work performed <input checked="" type="checkbox"/> Completion of work on schedule
2. QUALITY → B (M) E <input checked="" type="checkbox"/> Accuracy <input checked="" type="checkbox"/> Neatness of work product <input checked="" type="checkbox"/> Thoroughness <input checked="" type="checkbox"/> Oral expression <input checked="" type="checkbox"/> Written expression
3. WORK HABITS → B M (E) <input checked="" type="checkbox"/> Observance of working hours <input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Observance of rules and regulations <input checked="" type="checkbox"/> Observance of Safety Rules <input checked="" type="checkbox"/> Compliance with work instructions <input checked="" type="checkbox"/> Orderliness in work <input checked="" type="checkbox"/> Application to duties
4. PERSONAL RELATIONS → B M (E) <input checked="" type="checkbox"/> Getting along with fellow employees <input checked="" type="checkbox"/> Meeting and handling the public <input checked="" type="checkbox"/> Personal Appearance
5. ADAPTABILITY → B M (E) <input checked="" type="checkbox"/> Performance in new situations <input checked="" type="checkbox"/> Performance in emergencies <input checked="" type="checkbox"/> Performance with minimum instructions
6. SUPERVISORY ABILITY → B (M) E <input checked="" type="checkbox"/> Planning and assigning <input checked="" type="checkbox"/> Training and instructing <input checked="" type="checkbox"/> Disciplinary control <input checked="" type="checkbox"/> Evaluating performance <input checked="" type="checkbox"/> Leadership <input checked="" type="checkbox"/> Making decisions <input checked="" type="checkbox"/> Fairness and impartiality <input checked="" type="checkbox"/> Approachability

Stephen realizes the need for open communication and has worked on improving this at the WWT facilities.

Stephen has used his experience to recognize and troubleshoot process control issues as well as identify personnel issues. Stephen must strive to implement process control as well as personnel changes as sees fit in order to improve the WWT facilities.

Stephen has a great deal to learn about PSLUSD's Capital Improvement Projects, and has shown the desire to do so in a timely manner. Stephen brings with him a positive attitude and is not afraid to introduce change when needed. We welcome his input.

(Continue COMMENTS on Reverse Side)

OVERALL RATING → MARK RATING WITH (X) (Overall rating should be consistent with factor ratings)	Unsatisfactory	Below Standard	Standard	Above Standard	Outstanding
				X	

This report is based on my observation and/or knowledge. It represents my best judgment of the employee's performance. RATER <u>[Signature]</u> DATE <u>4-26-04</u>	Copy of Report given to employee. DATE _____ Copy of report mailed to employee. DATE _____ Address _____ DATE _____ Report discussed with employee. DATE _____
I have reviewed this report. It represents the facts to the best of my knowledge. REVIEWER <u>[Signature]</u> DATE _____ I concur in and approve this report. DEPT. HEAD <u>[Signature]</u> DATE <u>4-26-04</u>	BY <u>[Signature]</u> DATE _____ This report has been discussed with me. EMPLOYEE'S SIGNATURE <u>Stephen Vold</u> DATE <u>04-27-04</u>