



Fairfield Fire Department Probationary Employee Monthly Evaluation



NAME: _____

DEPT./DIV. _____

POSITION TITLE: _____

EVALUATION DATES: _____
(From) (To)

SECTION 1 - ALL EMPLOYEES

SELF-CONFIDENCE

- Expresses lack of self-confidence hindering performance
- Demonstrates over-confidence which hinders performance
- Self-confidence is adequate for most situations
- Shows high degree of self-confidence resulting in good decisions

COMMENTS: _____

COMMENTS: _____

JOB KNOWLEDGE

- Has average knowledge needed.
- Working towards improvement
- Effectively uses broad and complete job experience and skills
- Needs to improve in some areas

COMMENTS: _____

ESTABLISHING PRIORITIES

- Often fails to meet time requirements
- Delays or finds difficulty in finishing regular duties
- Usually meets scheduled requirements for work
- Consistently takes prompt action to meet work schedule

COMMENTS: _____

ACCURACY AND COMPLETENESS OF WORK

- Work tends to be incomplete and below standard
- Occasionally overlooks serious errors in completeness of work
- Only occasional minor errors in work
- Minor errors rarely found in detailed work completed

COMMENTS: _____

WORK HABITS

- Works hard enough to "get by" on the job
- Completes work without attempting to escape assignments
- Completes work and accepts assignments willingly
- Completes work in detail and seeks new assignments

COMMENTS: _____

VOLUME OF WORK

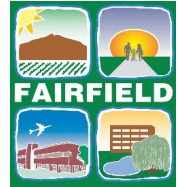
- Continually produces well above average
- Does minimum required
- Does required work with no wasted motions
- Inadequate work production



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INITIATIVE IN WORK IMPROVEMENT

- Efforts show results
- Actively seeks to improve with positive results
- Little interest in improvement
- Shows no effort to improve

COMMENTS: _____

PREPARATION OF WRITTEN MATERIALS

- Meets department standards
- Are usually complete, concise and accurate
- Are of outstanding quality
- Often have to be corrected because of poor quality or missing information

COMMENTS: _____

ACCEPTANCE OF RESPONSIBILITY

- Unable or unwilling to handle routine responsibilities
- Limits work to orders and directions
- Willing to accept extra responsibility when requested
- Accepts personal share of responsibility

COMMENTS: _____

SUPERVISION REQUIRED

- Direct supervision required for all but routine activities
- Can work effectively on most jobs without supervision
- Requires little supervision other than occasional directions
- Dependable to act with initiative and effectiveness

COMMENTS: _____

JOB ATTITUDE

- Disagreeable, disgruntled, poor attitude
- Can be personable and display a good attitude if he/she wants to
- Good attitude, arouses enthusiasm
- Excellent attitude, inspires others

COMMENTS: _____

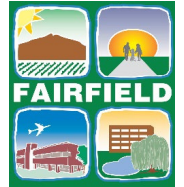
ACCEPTANCE OF SUPERVISION

- Follows directions to full intent without delay
- Objects to or resents compliance with directions
- Reluctantly complies with directions
- Adequate response to directions

COMMENTS: _____



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VERSATILITY IN HANDLING A VARIETY OF SITUATIONS

- Can handle almost any situation effectively
- Has limited versatility
- Attempts to become more versatile - can handle most situations
- Shows lack of versatility

COMMENTS: _____

UNDERSTANDING INSTRUCTIONS

- Seldom confused
- Grasps complex orders quickly and accurately
- Requires special interpretations
- Often misunderstands

COMMENTS: _____

ANALYZING PROBLEMS

- Makes sound decisions considering all significant factors
- Makes unsound or questionable decisions
- Decisions limited to experience on routine problems
- Makes few errors in evaluating fairly complex problems

COMMENTS: _____

OPERATION AND MAINTENANCE OF EQUIPMENT

- Maximum/proper maintenance and operation
- Disregard for care and operation
- Lacks good judgment in operation and care
- Adequate maintenance and operation

COMMENTS: _____

SAFETY

- Takes extra precautions to assure safety for all
- Has little concern for own safety or that of others
- Occasionally forgets standard safety procedures
- Follows proper safety procedures

COMMENTS: _____

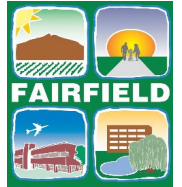
RELATIONSHIP WITH FELLOW EMPLOYEES

- Cooperates and assists associates willingly
- Voluntarily assists where work standard will be improved
- Alert to offer assistance to assure high level of job standard
- Cooperates poorly or grudgingly with associates

COMMENTS: _____



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ABILITY TO DEAL WITH PUBLIC

- Has some problems or is reluctant to talk to public
- Can deal properly with public
- Does excellent job - can handle any situation
- Shows little respect to the public

COMMENTS: _____

APPEARANCE

- Not too concerned
- Usually well dressed for position and well groomed
- Lowest level of acceptance
- Neat and properly groomed

COMMENTS: _____



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INDIVIDUAL DEVELOPMENT PLAN:

Accomplishments:

Goals and objectives:

Areas of improvement:



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I HAVE DISCUSSED THIS REPORT WITH MY SUPERVISOR: _____
(Initials)

OR

I WOULD LIKE TO DISCUSS THIS REPORT OR OTHER MATTERS WITH SOMEONE OTHER THAN MY RATING SUPERVISOR: _____
(Initials)

EMPLOYEE'S SIGNATURE: _____ DATE: _____

PROBATIONARY PERSONNEL ONLY:

Continue Probation

Recommend Regular Status

Extend Probation

Recommend Rejection

EVALUATOR'S SIGNATURE: _____ DATE: _____

BATTALION CHIEF'S SIGNATURE: _____ DATE: _____

COMMENTS: _____

FIRE CHIEF'S REVIEW: _____ DATE: _____

COMMENTS: _____

