

# Fire Department Employee Performance Evaluation

<b>Name:</b>			<b>Position:</b>					
<b>Supervisor:</b>			<b>Company:</b>					
<b>Chief or others to be present:</b>								
<b>Date of this Evaluation</b>	/	/	<b>Date of last Evaluation</b>	/	/	<b>Next scheduled Evaluation</b>	/	/

**Reason for Evaluation:**

- Annual
  Probation
  Policy Infraction
  Missed critical participation requirement

Instructions: Evaluate the employee's work performance as it pertains to the job requirements. Circle the letter that best describes the employee's performance since the last evaluation. Add comments to support the evaluation. Critical job participation requirements must be met to receive a satisfactory evaluation unless the supervisor agrees that the employees explanation is acceptable.

**CRITICAL JOB PARTICIPATION REQUIREMENTS:**

**S - Satisfactory**

**U - Unsatisfactory**

Factors	Evaluation	Comments
<b>EMERGENCY CALLS</b> Attends 25% or more of the paged emergency calls.  (reviewed quarterly)	<b>S</b>    <b>U</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>DRILLS</b> Attends or makes up twenty (20) or more drills annually including all mandatory drills.  (reviewed quarterly)	<b>S</b>    <b>U</b>	<hr/> <hr/> <hr/> <hr/> <hr/>
<b>COMPANY MEETINGS</b> Attends 9 or more (75%) of their designated company meetings annually.  (reviewed quarterly)	<b>S</b>    <b>U</b>	<hr/> <hr/> <hr/> <hr/> <hr/>

**JOB PERFORMANCE:**

**S - Satisfactory**

**U - Unsatisfactory**

Factors	Evaluation	Comments
<p><b>PUBLIC RELATIONS</b> Attends community service events, does station tours or other public service.</p>	<p><b>S</b>       <b>U</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>TASK ASSIGNMENTS</b> Can be relied upon to complete tasks correctly and on time. (equipment checks, special projects etc..)</p>	<p><b>S</b>       <b>U</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>TASK PERFORMANCE</b> Able and willing to perform job functions at the appropriate level.</p>	<p><b>S</b>       <b>U</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>ATTENTION TO POLICY</b> Follows S.O.Gs, safety regulations etc. Meets minimum requirements for membership.</p>	<p><b>S</b>       <b>U</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p><b>INTERPERSONAL SKILLS</b> Willingness and ability to communicate, cooperate, and work with co-workers and supervisors.</p>	<p><b>S</b>       <b>U</b></p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

**Accomplishments**


**Future Plan For Areas That Need Improvement**


**Recommendations for Career Development - Schooling, Seminars etc....**


**Employee's overall performance:**

- Satisfactory
- Unsatisfactory.
- Probation for next 12 months.
- A second unsatisfactory within 12 months is cause for dismissal.
- Follow up necessary every 3 months.

**Comments**


Follow Up Required: \_\_\_\_\_ YES \_\_\_\_\_ NO

Employee Signature: \_\_\_\_\_

Fire Chief: \_\_\_\_\_

Follow Up Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Battalion Chief: \_\_\_\_\_