



# FIRE CHIEF PERFORMANCE APPRAISAL INSTRUCTIONS

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## General Instructions to the Governing Board

1. Review the employee's last Performance Appraisal, goals/objectives, and job specific requirements, along with any supervisory progress notes retained on the employee's performance and conduct.
2. Complete this Performance Appraisal form, being objective and constructive in your evaluation of the employee. Choose the appropriate rating for each Performance Dimension.
3. Administer the appraisal to the employee and obtain the employee's signature.
4. Send the ORIGINAL, SIGNED APPRAISAL to Human Resource Services for recording and filing into the employee's personnel file.

## Performance Rating for Each Dimension

- **Exceeds Standards:** in the top 5%: performance and conduct within the described dimension consistently exceeds District standards and requirements as set forth in the job description.
- **Meets Standard:** performance and/or conduct within the described dimension is consistent and competent, and the employee independently fulfills the basic requirements as set forth in the job description with minimal to no guidance or supervision.
- **Needs Improvement:** performance and/or conduct within the described dimension periodically falls below District standards and requirements as set forth in the job description. Specific deficiencies should be noted along with recommendations for improvement to include counseling, mentoring, goal setting, additional training, etc.
- **Unsatisfactory:** in the bottom 5%: performance and conduct within the described dimension are consistently below District standards and requirements as set forth in the job description.



**Employee Name:** Brad Bradley **ID #:** 1823 **Anniversary Date:** July 1

# FIRE CHIEF PERFORMANCE APPRAISAL

**Type of Appraisal:** Annual

**Position:** Fire Chief

**Location:** Administration

**Supervisors:** George Carter, Bruce Kaplan, Peg Green, David Talas, Cyndell Chanek

**Title:** Governing Board

**Employee has supervisory responsibilities:** Yes

**Personnel Type:** Uniform

## PERFORMANCE DIMENSIONS

Quality of Work	
Job Knowledge/Skills	
Productivity/Goals	
Dependability/Reliability	
Communication	
Relationships/Teamwork	
Initiative/Judgment	
Compliance with Policies and Directives	
Adaptability/Versatility	
Public Relations and Public Education	
Leadership/Following	

## SUPERVISOR/MANAGER PERFORMANCE COMPETENCIES

Supervisory/Managerial Leadership	
Managing Conflict	
Managing Performance	

## OVERALL PERFORMANCE RATING

(Majority in Ratings)

**Comments from the Board:**

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**Employee Name:** Brad Bradley      **ID #:** 1823      **Anniversary Date:** July 1

# GOVERNING BOARD SIGNATURES

## SUPERVISORS

I certify that I have reviewed and approved this Performance Appraisal prior to administration to the employee.

Signature:	
Printed Name:	Date:

Signature:	
Printed Name:	Date:

Signature:	
Printed Name:	Date:

Signature:	
Printed Name:	Date:

Signature:	
Printed Name:	Date:

## EMPLOYEE

I, Brad Bradley, have reviewed this evaluation with my supervisors and I:

Agree with this evaluation.

Disagree with this evaluation.

Do not wish to comment.

My comments are included below.

I certify that this Performance Appraisal has been reviewed by me. I understand that my signature does not necessarily indicate that I am in agreement with this appraisal.

Employee ID#:	Date:
Signature:	