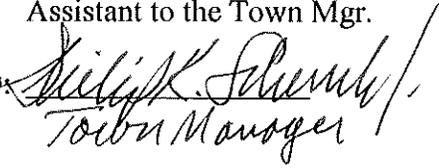


TOWN OF BLOOMFIELD

POLICY MEMORANDUM

SUBJECT: Self-Assessment/Performance Evaluation NO: 120.02
DATE: May 6, 2015
AMENDED:
DISTRIBUTION: All Departments BY: Sharron Howe
Assistant to the Town Mgr.

APPROVED: 
Town Manager

I. PURPOSE

The purpose of this Employee Self-Assessment is to give employees an opportunity to have input in completing their Performance Evaluation documenting responsibilities, activities and accomplishments of the preceding 12 months. Through this written documentation, an employee self-assessment helps the manager/department head to better understand how an employee has contributed to the organization. This policy excludes Teamsters members.

II. RESPONSIBILITY

It is the responsibility of each employee to complete the Employee Self-Assessment and forward it to his/her manager as requested by the manager. Each employee has valuable and unique opinions about his or her strengths, weaknesses, and learning needs.

III. FORMS

See Attached.

IV. PROCEDURE

A. Self-Assessments are required each year for full-time and regular part-time employees. The employee and supervisor each play a role in completing and reviewing this form. Self-Assessments/Performance Evaluations are to be completed at the employee's 6-month anniversary, 12-month anniversary, and every anniversary thereafter.

B. Employees should keep a log of their accomplishments and responsibilities to prepare themselves for writing an accurate assessment that highlights how they have benefitted the Town of Bloomfield.

- C. Once completed, the manager/department head uses the Self-Assessment as a reference for completing the employee's Performance Review (Page 14, Town of Bloomfield Employee Handbook).
- D. Once the Performance Evaluation is reviewed and approved by the Department Head and the Director of Human Resources, the manager/department head then meets with the employee to discuss his/her Performance Evaluation. During this discussion, the employee can ask for an explanation of any competencies that he or she does not understand. Both the supervisor and employee should sign the form. Signature by the employee does not signify agreement with the evaluation but acknowledges the performance evaluation was reviewed with the employee.
- E. The employee may submit a written response to the review which will become a permanent part of the evaluation document.
- F. The original is placed in the employee's personnel file; the employee is given a copy.