IDPR
FORM PER 50.90
Rev. 1/00

SEASONAL PERFORMANCE RATING REPORT

For:_____ _____ _____
Employee's Name *Job Title* *Park*

Please complete this form during the last week of employment. This evaluation will be placed in the employee's personnel file and provide information for reference and rehiring decisions. Rate only those areas pertinent to the employee's work duties. Use the following rate scale for point assignment.

RATING SCALE

1 to 3 points	Is reluctant to do the work, unreasonably slow, haphazard, sloppy.
4 to 6 points	Works at a steady pace, generally thorough and responsive to needs.
7 to 10 points	Consistently performs quality work, knowledgeable, thorough and responsive.
"X"	This is part of the employee's job, but I have not had the opportunity to observe performance.

Building and Grounds Maintenance

_____ Clean bathroom, showers, buildings
_____ Litter and garbage pickup
_____ Minor plumbing, carpentry, electrical
_____ Trail Maintenance
_____ Turf care (mow, trim, prune, weed)
_____ Irrigation and repair of sprinklers
_____ Painting and Staining
_____ _____

Equipment Operation –(Check equipment employee can operate satisfactorily)

_____Small Tractor _____Chain Saw _____Mower (push) _____Truck (1 ton +)
_____Front –end loader _____Stump chipper _____Mower (riding) _____ _____

Lifeguarding

_____ Patrols Beach Area _____ Watches & observes swimmers _____ Checks lifesaving equipment
_____ Enforces rules & regs _____ Keeps beach area clean & safe _____ Applies first aid

Interpretation

_____ Research and compile park history and natural resource data.
_____ Develop and present programs and/or guided walks.
_____ Answers visitor's questions about geology, flora, history, etc.
_____ Handles publicity for interpretive programs.
_____ Develops and maintains interpretive files, collections, and equipment.

Clerical

_____ Typing and filing _____ Answer phones, direct visitors _____ Account for money, keep records

Public Relations: Provides visitors with information, promotes good will and favorably represents the department.

€ Antagonistic and impolite € Avoids public € Handles most situations well € Tactful, polite, informative

Attendance: overtime, meetings, absences, tardiness.

€ Very irregular € Usually late or not here € On time, few absences € Always timely, always here

Did the employee quit earlier than the original hiring agreement?_____

Would you recommend employee be rehired?_____Why?_____

_____

Employee_____Supervisor_____Date_____

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