## Town of Menasha Fire Department
### Firefighter Performance Appraisal

**Avg. Score:**

**Name:**

**Unit #:**

**Date:**

**Evaluation Period:**

**Evaluation Type (circle one):**
- Probation
- Annual
- Special

Enter the appropriate number in the box after each of the following categories: *Fractional scores of ¼ point increments may be used*

1. **Unsatisfactory**
2. **Needs Improvement**
3. **Satisfactory**
4. **Above Average**
5. **Excellent**

### Leadership

Ability to direct actions of subordinate when appropriate and demonstrates willingness to take a leadership role warranted.

### Utilization of Resources

Demonstrates a awareness of Department/Town resources and endeavors to manage resources to their best use.

### Involvement with Department

Williness to take on extra projects or the extra responsibilities involved in making various department programs successful.

### Initiative/Dependability

Conforms to policies established by the Department, following all rules, regulations and policies. Follows proper procedures in operations, etc. Follows orders in a timely manner.

### Fairness

Treats everyone with dignity and respect. Does not show favoritism or unmerited preferences. Makes decisions based on facts related to applicable, acceptable policies and practices.

### Communications

Communicates openly and honestly with employees supervised, peers and the public. Builds rapport by being available and receptive to questions and feedback. Listens before speaking. Seeks to understand others’ point of view before expressing his/her position.

### Knowledge of Response Area

Knowledge of streets, block numbers, target hazards, sprinklered buildings, etc.

### Emergency Work

Ability to follow orders and work with imitative when appropriate on emergency incidents.

### Fire Department Manuals/Records and Reports

Knowledge of procedures, rules and regulations, guidelines for special emergencies, training manuals, etc.

### Communication

Effective in conveying ideas and information orally and in writing in an accurate and understandable manner. Consistency in communicating expectations, giving feedback to employees and keeping supervisors and peers informed.

### Punctuality

Promptness in carrying out orders, doing routine or required jobs and observance of working hours.

### Physical Fitness

Maintains the physical abilities necessary to perform the duties of the position.

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### Teamwork

Works well with other firefighters and officers. Actively solicits input from team members, seeks to understand and improve their own unique strengths, engages others in discovering the best solution to problems. Is receptive to points of view that may differ from his/her own. Seeks to work collaboratively to achieve the best outcome for all concerned. Places the success and recognition of the team above personal gain.

### Job Knowledge/Technical Competence

Possesses sufficient knowledge and skills to perform all parts of the job effectively and efficiently, safely, and independently. Willing to acquire new and develop current knowledge critical to effective future performance. Understands Town’s policies and regulations and enforces them consistently and in a timely manner. Keeps accurate records and documents actions.

### General Firefighting Knowledge

Knowledge of firefighting tactics and strategy, ventilation, overhaul, EMS, etc.

### Training

Ability to plan, organize and conduct diversified training exercises him/herself as well as through qualified outside instructors; meeting the required number and types of drills.

### Excellence

Seeks to surpass performance expectation. Consistently gives “a little bit more.” Is attentive to citizens’ and team members’ needs and expectations.

### Attitude/Cooperation

Attitude toward the job, supervisor(s) and Town administration, training, etc.: support of town and Department policies.

### Attendance

Willingness to work extra time to accomplish tasks. Meets the minimum participation requirements.

### Integrity

Operates with high moral standards and a sense of duty and responsibility. Keeps commitments. Accepts responsibility for his/her actions. Does not seek to blame or discredit others. Is open minded with regard to the ethnic, cultural and demographical diversity represented by the Town’s employment and the citizenry. Maintains confidentiality where appropriate.

### Public Relations

Ability to meet and handle the public when required by the assignment.
Describe the employee’s greatest strengths in performing his/her job, plus any additional comments on the employee’s strengths.

Describe the area in which the employee’s self-improvement efforts would be most beneficially directed, plus any additional comments to help the employee toward reaching his/her potential. Comments may be positive in nature rather than critical.

List any specific outstanding contributions the employee has made in the past year.

Recommended training for future period

Comments from conference with employee

Employee signature ___________________________ Date ______________ Score

Reviewing Officer ___________________________ Date ______________ Personnel Captain ______________ Date

Deputy Fire Chief ___________________________ Date ______________ Fire Chief ______________ Date

Date to Employee File: ________________________________
## Firefighter Self Assessment – Supervisory Supplement

*Provide one month before scheduled appraisal*

| Job Requirement | Far Exceeds | Consistently Exceeds | Consistently Meets | Usually Meets Below | Unacceptable
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<thead>
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<tbody>
<tr>
<td><strong>Employee Name:</strong></td>
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<td><strong>Supervisor Name:</strong></td>
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<tr>
<td>Firefighter should score (circle value) him/herself and provide a brief rationale for the score</td>
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<tr>
<td><strong>EMPLOYEE DEVELOPMENT</strong></td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>Effectiveness in helping peers develop their abilities to improve their performance, including emergency operations, assigned duties, safety, training and physical fitness</td>
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<td><strong>PLANNING AND ORGANIZATION</strong></td>
<td>5</td>
<td>4</td>
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<td>Effectiveness in setting goals for self and peers (as appropriate) and in organizing resources to meet these goals.</td>
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<td><strong>ONGOING COMMUNICATION</strong></td>
<td>5</td>
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<td>Consistency in communicating expectation and giving feedback to employees and keeping peers and supervisors informed.</td>
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<td><strong>COMMUNICATION SKILLS</strong></td>
<td>5</td>
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<td>Effectiveness in conveying ideas and information orally and in writing in an accurate and understandable manner. Effectiveness in making others feel listened to.</td>
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<td><strong>LEADERSHIP</strong></td>
<td>5</td>
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<td>Effectiveness in motivating peers through delegation of responsibility and accountability. Effectiveness in teaching personal work habits and attitudes through example.</td>
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<td><strong>FAIRNESS &amp; CONSISTENCY</strong></td>
<td>5</td>
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<td>Effectiveness in dealing with peers and superiors in a manner that is reasonable and predictable</td>
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<td><strong>PROBLEM ANALYSIS AND DECISION MAKING</strong></td>
<td>5</td>
<td>4</td>
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<td>Effectiveness in gathering and assessing information and making prompt, effective and (if appropriate) creative decisions.</td>
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<td><strong>RESULTS ORIENTATION</strong></td>
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<td>Effectiveness in getting the job done</td>
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Use additional pages if necessary to sufficiently describe requirements.