

TROY FIRE DEPARTMENT EVALUATION FORM

04-12

OFFICER EVALUATION

DATE	Evaluation Date:		<p>Directions for completing the evaluation: Complete the evaluation for the intended evaluation period only. Include comments. Upon completing the evaluation, schedule a time to meet with the member to discuss. Develop a performance improvement plan as necessary. Evaluator and member each sign where appropriate. Forward completed evaluation to the Chief or Division Assistant Chief in a sealed envelope.</p>
EVALUATION PERIOD	From:	To:	
MEMBER	Name:	Rank:	
EVALUATOR	Name:	Rank:	
REVIEWER	Name:	Rank:	
EVALUATION SCALE:	A score of 1 or 5 requires comments		
1 = Unsatisfactory	Does not meet any expectations		
2 = Needs Improvement	Meets some but not all expectations		
3 = Acceptable	Meets most expectations		
4 = Effective	Meets all expectations		
5 = Highly Effective	Exceeds expectations		

ADMINISTRATIVE Station & Department Performance Issues			
<u>TOPIC</u>	<u>SCORE</u>	<u>BENCHMARK</u>	<u>REMARK</u>
ATTITUDE		Cooperative. Positive. Enthusiastic. Respectful.	
BEHAVIOR		Behaves appropriately for circumstances at hand. Mature. Trustworthy.	
COMMUNICATION		Keeps subordinates & superiors informed in a timely manner. Clear.	
DEPENDABILITY		Reliable. Responsible. Follows through.	
INITIATIVE		Recognizes what needs to be done and does it without being told.	
KNOWLEDGE/POLICY DIRECTIVES		Knows and follows TFD policies. Enforces rules appropriately.	
PERSONNEL RELATIONS		Works well with others. Gains trust of others. Likeable.	
PRODUCTIVITY/PERFORMANCE		Accurately completes assignments. Delegates appropriately.	
PROFESSIONALISM/APPEARANCE		Acts appropriately for rank. Uniform and gear are maintained properly.	
TRAINING ATTENDANCE		Attends training regularly. Attends mandatory training.	
ADMIN SUBTOTAL			

TROY FIRE DEPARTMENT EVALUATION FORM

04-12

OPERATIONAL Incident Scene Performance Issues			
<u>TOPIC</u>	<u>SCORE</u>	<u>BENCHMARK</u>	<u>REMARK</u>
ADAPTABILITY/FLEXIBILITY		Readily adapts to changing circumstances. Overcomes adversity.	
COMMUNITY RELATIONS		Professional demeanor. Polite. Courteous. Empathetic.	
COMPETENCE		Possesses skill(s) necessary to complete assigned tasks.	
DEPENDABILITY		Reliable. Responsible. Trustworthy.	
JUDGMENT/COMMON SENSE		Makes good decisions. Practical. Safe.	
KNOWLEDGE/TACTICAL PLANS		Knows and follows TFD tactical plans.	
LEADERSHIP		Gains respect & cooperation of others.	
RADIO COMMUNICATION		Clearly communicates needs/circumstances. Follows procedures.	
RESPONSES/RUN ATTENDANCE		Consistently responds to runs. Maintains attendance requirements.	
SITUATIONAL AWARENESS		Maintains awareness of the situation at hand and acts responsibly.	
OPS SUBTOTAL			

TOTAL (ADMIN + OPS)	
----------------------------	--

TROY FIRE DEPARTMENT EVALUATION FORM

04-12

COMMENTS

EVALUATOR COMMENTS:

EVALUATOR SIGNATURE:

MEMBER'S COMMENTS:

MEMBER SIGNATURE:

