**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_**



***Greenfield Fire Territory***

**Firefighter/EMT/Medic Performance Evaluation Form**

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| **Compliance and Standards** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
|  |  |  |  |  |
| * Accepts direction and Feedback from officer. |  |  |  |  |
| * Comprehends and follows the chain of command. |  |  |  |  |
| * Adheres to the rules, regulation, policies, and protocols. |  |  |  |  |
| * Appearance and uniform are professional and appropriate. |  |  |  |  |
| * Attendance and leave usage is within the Territory policies. |  |  |  |  |
| ***Comments:*** | | | | |

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| **Job Knowledge** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Consistently demonstrates job skills and knowledge. |  |  |  |  |
| * Effectively performs job duties with minimal supervision. |  |  |  |  |
| * Identifies and utilizes resources effectively. |  |  |  |  |
| * Request assistance, training, and clarification, as needed. |  |  |  |  |

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| **Job Knowledge** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Exhibits desire and ability to learn and apply skills from training. |  |  |  |  |

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| **Cooperation** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Establishes and maintains positive working relationships with co-workers and officers. |  |  |  |  |
| * Consistently interacts with co-workers and officers in a professional and respectful manner. |  |  |  |  |
| * Offers assistance and support to co-workers in an effort to foster an organizational teamwork environment. |  |  |  |  |
| * Accepts tasks and assignments with a positive attitude and completes them in a timely manner. |  |  |  |  |
| * Works actively to resolve conflicts with others on shift. |  |  |  |  |

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| **Customer Service** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Consistently manages all customer situations with professionalism, sensitivity, and courtesy. |  |  |  |  |
| * Responds promptly to customer needs, providing a high quality of customer service. |  |  |  |  |

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| **Communications** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Clearly expresses ideas constructively both verbally and in writing. |  |  |  |  |
| * Keeps others adequately informed regarding work status, processes, and general informational needs. |  |  |  |  |
| * Clear communications with fire ground operations and training. |  |  |  |  |

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| **Driving** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Knows, comprehends, and complies with all Department vehicles by the policies and procedures. |  |  |  |  |
| * Takes safety precautions in adverse conditions, effectively utilizing equipment, resources, and driving/parking techniques. |  |  |  |  |
| * Effectively communicates with the officer and the crew while driving. |  |  |  |  |
| * Demonstrates good knowledge of the area of Greenfield and Hancock County including hydrants and hazard areas. |  |  |  |  |

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| **Station Duties** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Assigned duties are completed as instructed without reminder or close supervision. |  |  |  |  |

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| **Equipment and Apparatus** | **Exceeds**  **Standards** | **Meets**  **Standards** | **Needs**  **Improvement** | **N/A** |
| * Displays and applies knowledge of equipment related to policies, procedures, standards, and regulations. |  |  |  |  |
| * Demonstrates ability to utilize equipment properly, competently, and safely. |  |  |  |  |
| * Comprehends appropriate usage of EMS/Firefighting equipment for various emergency and non-emergency vehicles. |  |  |  |  |
| * Troubleshoots equipment problems and immediately reports to the appropriate personnel. |  |  |  |  |

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| **Emergency Response** | **Exceeds Standards** | **Meets Standards** | **Needs Improvement** | **N/A** |
| * Perform accurate and timely assignment of emergency situations, properly identifying issues, appropriate response plan, and required resources. |  |  |  |  |
| * Demonstrates good situational awareness during emergencies and exercise sound judgement based on information gathered. |  |  |  |  |
| * Demonstrates ability to work as a unit with good communication, identify scene hazards, and personnel safety. |  |  |  |  |

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| **Reports** | **Exceeds Standards** | **Meets Standards** | **Needs Improvement** | **N/A** |
| * Complete thorough patient care reports and billing documentation. |  |  |  |  |
| * Reports are accurate and written in the prescribed format. |  |  |  |  |
| * Reports are complete and seldom returned for correction. |  |  |  |  |
| * Reports are submitted within the prescribed time limit. |  |  |  |  |

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| **Overall performance** | **Exceeds Standards** | **Meets Standards** | **Needs Improvement** | **N/A** |
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| ***Comments:*** |

**Personal Goals: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Employee Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Evaluator Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Re-Evaluation Date\_\_\_\_\_\_\_\_\_\_\_**

**Re-Evaluation Date\_\_\_\_\_\_\_\_\_\_\_**