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



***Greenfield Fire Territory***

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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:*** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.
 |  |  |  |  |

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

|  |
| --- |
| ***Comments:*** |

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

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

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

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