

CITY OF PENSACOLA
ANNUAL PERFORMANCE EVALUATION

Employee Name: Amanda E Bills
Job Title: EPS-Business Process Review Mgr
Rater's Name: Dick Barker

Date: 08/09/11
Department: Finance/Accounting
Rating Period: 08/09/10 thru 08/09/11

Rating Standards for Annual Review: (Circle One)

- 5 Exceptional performance; consistently and substantially exceeds expectations, objectives, and results; demonstrates outstanding level of expertise and skills. Employee consistently exceeds departmental and city-wide goals and objectives of teamwork, initiative, dependability, and communication.
 - 4 Exceeds performance expectations, objectives, and results; demonstrates significant level of expertise and skills. Employee exceeds departmental and city-wide goals and objectives of teamwork, initiative, dependability, and communication.
 - 3 Meets performance expectations, objectives, and results; demonstrates acceptable skills in performing tasks. Employee meets departmental and city-wide goals and objectives of teamwork, initiative, dependability, and communication.
 - 2 Performs below average, not meeting all performance expectations, objectives, and results; demonstrates some skill in performing tasks, but not at a satisfactory level. Employee has not met all departmental and city-wide goals and objectives of teamwork, initiative, dependability, and communication. Improvement is needed; a follow up evaluation will be conducted to discuss progress. *Attach plan for performance improvement with deficiencies and corrective measures.*
 - 1 Performs well below average, failing to meet performance expectations and objectives; has not satisfactorily demonstrated required skill in performing required tasks and job responsibilities. Employee has not met departmental and city-wide goals and objectives of teamwork, initiative, dependability, and communication. Improvement is required; this evaluation serves as formal counseling; a follow up evaluation will be conducted to discuss progress. *Attach performance improvement plan with deficient areas and corrective measures.*
- 5 or 4 Exceeds expectations and is eligible to receive more than standard annual increase; attach justification and personnel action with city manager's approval.
- 3 Meets expectations and is eligible to receive standard annual increase.
- 2 or 1 Does not meet expectations and is not eligible to receive standard annual increase; attach justification and personnel action with city manager's concurrence.

Rater Comments *Always works independently and perform all tasks well*

Employee Comments _____

Employee Signature *Amanda E Bills* Date *10-4-11*

Rater Signature _____ Date _____

Department Director Signature *Dick Barker* Date *10/4/11*

Please Return to Employee Services (include personnel action and documentation)