

Morrow County EMS
Performance Appraisal

Emergency Medical Technician
All Certification Levels

Employee Name: _____

Job Title: _____

Unit Number: _____

Review Date: _____

Supervisor Name: _____

RATINGS

Ratings of Performance are a definition of how well an employee is performing the requirements of the job. Each requirement should be rated individually as it relates to the specific job task the employee is performing. The Performance Appraisal ratings are defined as follows:

- 4** - **EXCEEDS EXPECTATIONS**
Exceeds requirements in several aspects. Supervision generally not required. Employee is a self-starter displaying abilities and performance levels exceeding minimum qualifications for the position.
- 3.5** - **MODERATELY EXCEEDS EXPECTATIONS**
Slightly exceeds requirements of the position. Only minimal supervision may be needed at times and generally it is effective in producing long-term improvements
- 3** - **MEETS EXPECTATIONS**
Meets requirements of the position. Supervision may be needed at times and generally it is effective in producing long-term improvements.
- 2.5** - **MEETS MOST EXPECTATIONS**
Occasionally does not meet all requirements of the job and improvement is needed. Occasional supervision necessary to show sustained improvement.
- 2** - **SOME IMPROVEMENT NEEDED**
Occasionally does not meet requirements of the job and improvement is needed. Frequent supervision necessary to show sustained improvement.
- 1.5** - **MAJOR IMPROVEMENT NEEDED**
Regularly does not meet position requirements. Supervisory counseling has only minimally improved the employees work habits.
- 1** - **UNSATISFACTORY**
Regularly does not meet position requirements. Supervisory counseling has not improved the employees work habits.
- 0** - **DOES NOT APPLY**
The performance category does not apply to the job
(Ratings of "0" are not to be included in overall averages)

Supervisor/Evaluator **should** provide a minimum of 2 statements/examples for each category's comments!!

OVERALL EVALUATION: Scoring Definitions

Points

EXCEEDS MOST DEPARTMENT EXPECTATIONS 3.65 – 4.00

-The employee's overall performance, during the review period, has significantly exceeded expected levels of performance considering the employee's previous experience, tenure in the job, duties and responsibilities.

EXCEEDS SOME DEPARTMENT EXPECTATIONS 3.30 – 3.64

- The employee's overall performance, during the review period, has been above the level expected considering the employee's previous experience, tenure in the job, duties and responsibilities.

MEETS DEPARTMENT EXPECTATIONS 2.95 – 3.29

-The employee's overall performance, during the review period, has been at the level expected considering the employee's previous experience, tenure in the job, duties and responsibilities.

IMPROVEMENT NEEDED 2.60 – 2.94

- Considering the employee's previous experience, tenure in the job, duties and responsibilities, the employee has, during the review period, performed some duties successfully and that the employee has the potential for more successful performances.

UNACCEPTABLE BELOW 2.59

-On an overall basis the employee has, during the review period, performed in a manner significantly below the level to be expected considering the employee's previous experience, tenure in the job, duties and responsibilities, and that it appears to be reasonably certain that the employee is either unwilling or unable to perform successfully.
(3 months additional review required)

1. PUNCTUALITY/ ATTENDANCE

Rating

Reports for duty on time. When reporting for duty is alert and ready to respond to emergencies. Employee keeps absences to a minimum, schedules time off in advance as required.

Reviewer Comments

Employee Comments/Plans for Improvement

2. APPEARANCE/NEATNESS

Rating

Follows accepted departmental regulations involving personal appearance. Uniform kept clean and maintained. Wears proper uniform. Is clean, well groomed, and maintains personal hygiene. Appearance projects professional demeanor and instills public confidence.

Reviewer Comments

Employee Comments/Plans for Improvement

3. ATTITUDE/WORKING WITH FELLOW EMPLOYEES

Rating

Establishes and maintains effective relations. Exhibits tact and consideration. Display a positive outlook and a pleasant manner. Supports co-workers and works actively to resolve. Conduct with supervisors, EMT's, Firefighters, other public safety personnel and other employees should be cooperative, courteous, and non-disruptive to the operation and should contribute positively to the department effort and morale; should provide assistance and work as part of a team; exchanges pertinent information about the job with other members; establishes rapport with co-workers, considers how other members of the department will react to criticism and ribbing before speaking.

Reviewer Comments

Employee Comments/Plans for Improvement

4. COMMUNICATION

Rating

Ensures information provided by others is understood and is able to provide clear and concise information to others; follows written and oral directions required to perform the job; accurately relates information to supervisors or co-workers, communication is not impaired by illegible handwriting, poor grammar, or poor speech. **Completes EMS reports in a clear, complete, and concise manner; completes departmental forms accurately.**

Reviewer Comments

Employee Comments/Plans For Improvement

5. DEALING WITH PEOPLE/PUBLIC

Rating

Deals with the public in a professional manner in all situations; greets individuals stopping at the station; is courteous when answering questions or providing directions; assists during station tours; presents a positive image of the EMS organization. Works cooperatively and in a professional manner with representative of outside agencies. Willingly assist public without transferring the problem to others.

Reviewer Comments

Employee Comments/Plans for Improvement

6. INITIATIVE / PRODUCTIVITY

Rating

Does not wait to be told or for others to take the lead; makes extra efforts to improve performance work methods and procedures; does not need to be shown every detail; completes all assignments; seeks extra work. Produces acceptable volume of work; requires minimum supervision; completes work in reasonable time; quantity of work does not diminish under adverse conditions.

Reviewer Comments

Employee Comments/Plans for Improvement

7. MAINT. AND CARING FOR COUNTY PROPERTY

Rating

Carries out daily cleaning and maintenance of stations, equipment and apparatus; does not abuse or misuse assets of the organization; follows departmental procedures in checking equipment and apparatus for readiness, reports loss, wear, or damage to the appropriate supervisor; carries out daily or periodic cleaning and maintenance of EMS vehicle and equipment; performs minor maintenance on equipment as required; maintains assigned personal equipment in top working order; does not abuse assigned equipment; checks equipment after emergency to avoid loss, reports equipment problems to the appropriate supervisor in the prescribed manner.

Reviewer Comments

Employee Comments/Plans for Improvement

8. OPERATING DEPARTMENT APPARATUS & EQUIPMENT FOLLOWING SAFETY PROCEDURE

Rating

Operates assigned equipment during emergency operations quickly and safely according to Dept. SOG or Supervisors direction; demonstrates proficiency of assigned equipment. Follows accepted departmental safety guidelines; uses appropriate safety techniques at all times(wears seatbelt, requests others to do so if needed); uses personal protective equipment safety devices (uses universal precautions); follows safety procedures in operating vehicles; works consistently within established safety procedures while on duty

Reviewer Comments

Employee Comments/Plans for Improvement

9. WORKING UNDER HAZARDOUS CONDITIONS **Rating**

Performs under conditions involving danger, requiring physical effort, makes quick and accurate decisions; applies correct emergency techniques under conditions requiring quick reaction and allowing little time for thought; is able to maintain a high level of physical activity from arrival on the scene until the emergency is controlled; works in close coordination with other members of the team; is able to identify critical situations at the scene and report them to the appropriate supervisor.

Reviewer Comments

Employee Comments/Plans for Improvement

10. EMS SKILLS **Rating**

Is proficient in applying knowledge of EMS techniques, uses the appropriate equipment in the proper manner while performing essential job functions such as: patient assessment, treatment, stabilization, immobilization, transportation etc. Demonstrates knowledge of medical protocol and SOG as relating to EMS. Follows universal precautions and department SOG relating to blood borne and air borne pathogens and scene safety. Knows where to find equipment at emergency scene.

Reviewer Comments

Employee Comments/Plans for Improvements

11. DECISION MAKING – PROBLEM SOLVING **Rating**

The decision of the EMT must be consistent with the direction of his/her supervisor and with the overall objective of the department. An EMT must demonstrate the ability to identify problems, obtain necessary information, and formulate and implement appropriate resolutions in a timely manner. In the decision-making and problem solving process, the EMT must be able to adjust for unseen contingencies in an organized and controlled fashion.

Reviewer Comments

Employee Comments/Plans for Improvement

12. FOLLOWING SUPERVISORY DIRECTION / ACCOUNTABILITY

Rating

Accepts work assignments and follows direction regarding how work is to be completed and when work should be finished; after review of job performance by the supervisor, discusses areas where work needs improvement, and shows efforts to improve performance in areas where deficiencies are pointed out. Follows directives and procedures; strives to improve knowledge of unit operation; accepts responsibility as required; responsible and accountable for errors made; accepts constructive criticism

Reviewer Comments

Employee Comments/Plans for Improvement

13. TRAINING/LEARNING NEW SKILLS

Rating

Actively participates in departmental training and undertakes development of new skills on an individual basis; attends and participates in daily or periodic training sessions; reports for training and other assignments on time; displays a willingness to learn new methods and techniques; undertakes efforts to learn about new equipment; learns new material quickly and performs new tasks with little or no supervision.

Reviewer Comments

Employee Comments/Pans for Improvement

14. ADAPTABILITY TO CHANGING CONDITIONS

Rating

Accepts changes in workload, priorities or procedures; responds to instructions/directions; handles difficult situations without stress; carries out changes in policies and procedures.

Reviewers Comments

Employee Comment/Plans for Improvement

Total Score

Divide By 14

Employee Average

JOB STRENGTHS

Record job **STRENGTHS** and superior performance examples.

EMPLOYEE PROGRESS

Record **PROGRESS ACHIEVED** in attaining previously set goals for improved work performance, or for personal or job qualifications.

SUPERVISOR'S OBJECTIVES FOR EMPLOYEE

Record specific **GOALS** or **IMPROVEMENT PROGRAMS** to be undertaken during the next evaluation period.

EMPLOYEE'S OBJECTIVES

Record specific **GOALS** or **IMPROVEMENT PROGRAMS** employee wishes to undertake during the next evaluation period.

Supervisor: I certify this report represents my best judgement and has been discussed with the employee.

Supervisor Signature

Rank

Date

EMS Chief

Date

Employee: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Employee's Signature

Date