



MONTVILLE TOWNSHIP POLICE DEPARTMENT

EMPLOYEE EVALUATION REPORT - Civilian Personnel

Employee Name:

Supervisor's Name:

Evaluation Period: to

Position/Functions:

RATING OPTIONS		
<i>Instructions: The following rating options shall be used in conjunction with the definitions contained within the written directive: "U"- Unsatisfactory and "S"- Satisfactory.</i>		
	EVALUATION CRITERIA	RATING
1	Attendance and Punctuality	
2	Job Knowledge	
3	Responsibility	
4	Customer Service Orientation	
5	Organizational Skills	
6	Initiative	
7	Judgment	
8	Communication Skills	
9	Time Management Skills	
10	Relationships: Specify Public/Peer	
11	Attitude and Conduct	

Narrative:

Employee's Signature:

Date:

Employee's **signature is required**, but does not constitute agreement, but only acknowledgment of having read and discussed this Evaluation Report. If you wish to provide comments, either in agreement or disagreement, please use the area provided below.

Employee Comments:

Supervisor's Signature:

Date:

Supervisory Review Signature:

Date: