

PerformanceManagementSurveyQuestionKey2007 – Conducted Dec 2007/Jan 2008

- 1) Select the department in which your last performance appraisal was conducted.
- 2) Which performance appraisal form was used to measure your recent performance appraisal?
- 3) What are your total years of service with the City of Dallas?
- 4) The words used on the appraisal form were clear and easy for me to understand.
- 5) Having the definition for each competency on the form helped me understand what the city expects of me in doing my job.
- 6) The job responsibilities described on my appraisal form were connected to what I do on my job.
- 7) Being evaluated for each key job responsibility was a useful way for me to know how well I performed and where I need to improve.
- 8) The format of the appraisal form was easy to follow and understand.
- 9) My Supervisor filled out my appraisal form completely.
- 10) In planning performance, my supervisor and I discussed my job skills, key job responsibilities and the goals expected for me to demonstrate or achieve during the assessment period.
- 11) My supervisor had me sign the bottom of the instruction sheet to show that I understood what was expected of me during the appraisal period.
- 12) My supervisor provided me with a copy of the performance plan agreed upon by me and my supervisor.
- 13) My supervisor and I had several conversations on performance throughout the year.
- 14) My supervisor gave me feedback and/or demonstrated ways for me to improve my performance.
- 15) I felt I could go to my supervisor and talk to him/her about the progress I was making and the problems I was having in achieving my goals and objectives.
- 16) At the end of the appraisal I period, I reviewed and evaluated how well I did my job before meeting with my supervisor.
- 17) At the end of my appraisal period, I generated a list of accomplishments and achievements and submitted them to my supervisor.
- 18) My supervisor met with me to determine any revisions needed to my key job responsibilities for the next appraisal period.
- 19) My supervisor gave examples of my good work performance.
- 20) My supervisor gave feedback on ways to improve my performance.
- 21) The supervisor scheduled an appropriate time and place to conduct my performance appraisal.
- 22) My supervisor welcomed my feedback.
- 23) My supervisor provided encouraging words.
- 24) My supervisor informed me of my merit increase during my performance appraisal discussion.
- 25) My supervisor started my appraisal by telling me how much I received for my merit increase.
- 26) My supervisor provided examples of my good performance and gave constructive feedback where improvements were needed.
- 27) My supervisor was able to clarify those assessments or examples that were unclear to me.
- 28) Do you have any general comments about your performance appraisal, the appraisal form or the way the evaluation was conducted?