



City of  
**Blue Earth**

**CITY OF BLUE EARTH  
CITY COUNCIL WORKSESSION  
MONDAY, JUNE 17, 2019 @ 4:30 P.M.**

**Call to order.**

**Roll call.**

**Old Business.**

**New Business.**

1. Performance Appraisal Software

**Adjourn.**

**By Order of the Blue Earth City Council**

**Timothy Ibisch**

**City Administrator**

Post @ City Hall-Friday, June 14, 2019 through Monday June 17, 2019

Distribute to Mayor & Council members-Media & file



City of  
**Blue Earth**

*the earth so rich the city grows*

**Date: June 10<sup>th</sup>, 2019**

**To: City Council**

**From: Connor LaPointe, Administrative Intern**

**Subject: Employee Review Software**

The City of Blue Earth is considering changing its employee review process. The current review process is done annually and is entirely paper based. Under this system, it is easy for vital information to be lost, and for employees and management to be underprepared going into review meetings.

I have recently conducted research into online review software systems. I used the following parameters to determine each system's capacity to fit our needs:

1. Customizable templates
2. 360 reviews
3. Ease of use
4. Affordability

Most of these systems cost between \$3,000-\$4000 annually. I was able to identify a system, PrimaLogik, that is much more affordable than others. I accessed PrimaLogik through a 30-day free trial and found that it met the four parameters I was using in my search. The software includes less features than many of the other systems and is priced based on the total amount of users. I have attached potential prices set for a given number of users.

For any questions or recommendations please contact me at (507)526-7336 or email at [intern@becity.org](mailto:intern@becity.org).

**\$89**  
per month  
3-month minimum

or

**\$890**  
per year upfront  
2 months free

Pricing for 10 users

**Monthly Subscription**      **Annual Subscription**

**\$129**  
per month  
3-month minimum

or

**\$1,290**  
per year upfront  
2 months free

Pricing for 25 users

**Monthly Subscription**      **Annual Subscription**

**\$169**  
per month  
3-month minimum

or

**\$1,690**  
per year upfront  
2 months free

Pricing for 35 users

**Monthly Subscription**      **Annual Subscription**

- ✓ 360° feedback surveys
- ✓ Goal Tracking
- ✓ Opinion Surveys
- ✓ Customizable questionnaires
- ✓ Multi-lingual support
- ✓ Email, phone and live chat support
- ✓ Performance appraisals
- ✓ Employee Journal
- ✓ Employee Directory
- ✓ Automated email reminders
- ✓ Powerful comparison tools
- ✓ Integration with Google Apps

# Performance Appraisal Report



**Connor LaPointe**

Manager: Connor LaPointe

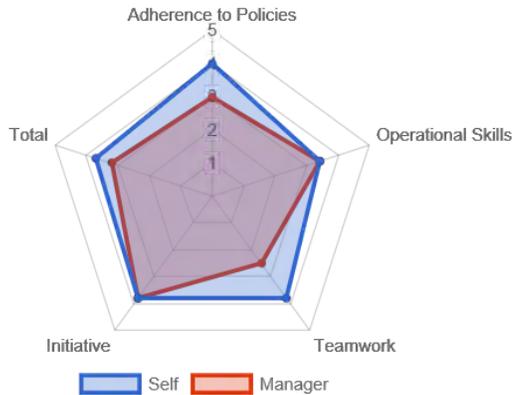
Review cycle: 2019 (from Jun 4, 2019 to Jun 5, 2019)

Done

Results have been shared with Connor LaPointe.

**Results** as of Jun 11, 2019, 4:04:27 PM

**Summary** - Consolidated results grouped by question category



	Self	Manager	Gap
Adherence to Policies	4.0	3.0	-1.0
Operational Skills	3.4	3.4	0.0
Teamwork	3.8	2.5	-1.3
Initiative	3.8	3.8	0.0
<b>Total</b>	<b>3.7</b>	<b>3.2</b>	<b>-0.5</b>

**Details** - Responses for each individual question

## Adherence to Policies

	Self	Manager	Gap
Dependability: Maintains good attendance, is punctual, and reports and requests leave in a timely manner.	4	3	-1
Manner and appearance: Reflects - in dress, grooming, behavior, language, and maintenance of work area - the professional image of the operation.	4	3	-1

## Operational Skills

	Self	Manager	Gap
Job knowledge: Possesses knowledge necessary to perform in position according to standards in job description.	4	3	-1
Job skills: Demonstrates the skills necessary to perform in position according to standards in job description.	3	5	2
Quality of work: Work is accurate, consistent, thorough, and at the level defined in standards for the position.	4	3	-1
Quantity of work: Work is completed in acceptable amounts and in a timely manner.	2	4	2
Organizational skills: Uses resources to minimize cost and maximize productivity.	4	2	-2

## Teamwork

	Self	Manager	Gap
Maintains cooperative relations with co-workers, supervisors, and subordinates.	3	3	0
Supportiveness: Promotes operation's best interest through willingness to respond when needed to exert special effort beyond requirements of the position.	4	2	-2
Loyalty: Words and actions reflect willingness to promote the policies and objectives of the organization.	3	2	-1
Communication: Conveys information to others and retrieves information from appropriate people in order to achieve intended results.	5	3	-2

### Initiative

	Self	Manager	Gap
Independence: is willing to take independent action when appropriate and necessary.	4	4	0
Incentive: Works toward achieving goals beyond what is expected.	4	4	0
Leadership: Directs, guides, and sets a positive example for others.	5	4	-1
Judgement: Arrives at sound decisions that result in the intended consequences.	2	3	1

### Achievements

Significant achievements the employee has accomplished since the last appraisal:

Connor LaPointe **Self**  
Done a great job.

Connor LaPointe **Manager**  
Done an okay job.

### Areas for Growth and Improvement

Areas, skills or qualities in which the employee needs to develop or improve as demonstrated by past performance.

Connor LaPointe **Self**  
Communication.

Connor LaPointe **Manager**  
Knowledge

### Performance Goals

Performance-related goals to be achieved by the date of the next appraisal:

Connor LaPointe **Self**  
Keep up the hard work.

Connor LaPointe **Manager**

Work a little harder

### Supervisor's Comments

List employee's strengths; weaknesses, and special talents related to job performance, and discuss areas and actions the employee might take toward long-term growth and development.

Connor LaPointe **Self**

N/A

Connor LaPointe **Manager**

Is an okay employee.



**Rating scale:**

1 = Strongly disagree · 2 = Disagree · 3 = Neutral · 4 = Agree · 5 = Strongly agree

# **City of Blue Earth Employee Performance Review**

Name:

Department:

Job Title:

Dates Covered:

The following form is used by the employee for purposes of self-evaluation, and by the employee's supervisor for the purpose of evaluating the employee's performance and development. The completion of this form by the employee is strongly encouraged. The purpose of this is to promote discussion of differences of opinion and to aid in assisting an employee's career development.

## **Performance Ratings**

The following ratings should be used to appraise each category:

- Outstanding:** Performance is consistently characterized by exceptionally high quality work that leaves little or nothing to be desired in achievement. Very few individuals will qualify for this rating. Point value is 5.
- Superior:** Performance is marked by initiative and high quality and quantity of work. Employees rated superior are those who regularly exceed the requirements of the job. Point value is 4.
- Good:** Performance indicates complete attention to and accomplishment all assigned responsibilities. Employees rated good are meeting the requirements of the job. Point value is 3.
- Needs Improvement:** Describes performance with obvious room for improvement in some aspect(s) of the job. An employee may continue in employment with this rating, but specific plans and timetables must be established to address the areas needing performance improvement. Point value is 2.
- Unsatisfactory:** Performance does not meet the requirements of the job. If the employee's performance does not improve, he/she may be terminated. Point value is 1.

## **ADHERENCE TO POLICIES**

Dependability: Maintains good attendance, is punctual, and reports and requests leave in a timely manner. 1 2 3 4 5

Manner and appearance. Reflects - in dress, grooming, behavior, language, and maintenance of work area - the professional image of the operation. 1 2 3 4 5

## **OPERATIONAL SKILLS**

Job knowledge: Possesses knowledge necessary to perform in position according to standards in job description. 1 2 3 4 5

Job skills: Demonstrates the skills necessary to perform in position according to standards in job description. 1 2 3 4 5

Quality of work: Work is accurate, consistent, thorough, and at the level defined in standards for the position. 1 2 3 4 5

Quantity of work: Work is completed in acceptable amounts and in a timely manner. 1 2 3 4 5

Organizational skills: Uses resources to minimize cost and maximize productivity. 1 2 3 4 5

## **TEAMWORK**

Maintains cooperative relations with co-workers, supervisors, and subordinates. 1 2 3 4 5

Supportiveness: Promotes operation's best interest through willingness to respond when needed to exert special effort beyond requirements of the position. 1 2 3 4 5

Loyalty: Words and actions reflect willingness to promote the policies and objectives of the organization. 1 2 3 4 5

Communication: Conveys information to others and retrieves information from appropriate people in order to achieve intended results. 1 2 3 4 5

## **INITIATIVE**

Independence: Is willing to take independent action when appropriate and necessary. 1 2 3 4 5

Incentive: Works toward achieving goals beyond what is expected. 1 2 3 4 5

Leadership: Directs, guides, and sets a positive example for others. 1 2 3 4 5

Judgment: Arrives at sound decisions that result in the intended consequences. 1 2 3 4 5

**INTEGRATED PERFORMANCE APPRAISAL FORM (continued)**

**ACHIEVEMENTS**

Significant achievements the employee has accomplished since the last appraisal:

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**AREAS FOR GROWTH AND IMPROVEMENT**

Areas, skills or qualities in which the employee needs to develop or improve as demonstrated by past performance:

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**PERFORMANCE GOALS**

Performance-related goals to be achieved by the date of the next appraisal:

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**SUPERVISOR'S COMMENTS**

List employee's strengths, weaknesses, and special talents related to job performance, and discuss areas and actions the employee might take toward long-term growth and development:

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**APPRAISAL DISCUSSION**

Allow this space for the employee to explain reaction to the discussion of this appraisal:

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Employee signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor signature \_\_\_\_\_ Date \_\_\_\_\_

City Administrator signature \_\_\_\_\_ Date \_\_\_\_\_

\*Signature does not indicate agreement, but only signifies you have been advised of the review and have received a copy.