



Columbia Fire Department

1800 Laurel Street
 Columbia, South Carolina 29201
 (803) 545-3700

Employee Performance Review Tracking Form

Employee Performance Review for _____

Completed evaluations (calculated, supplemental comments, signed, quality controlled) are due **two weeks prior** to the end of the evaluation period.

All personnel involved in handling the Employee Performance Evaluation will utilize this document, including the Columbia Fire Department Representative generating the evaluation and the Employee being evaluated.

Date	Rank or Position	Name of Personnel (Print)	Comments: (Justification for time frame /add'l documentation requested / person on vacation, etc.) Please initial comments.
			Review Generated
			Received by Division Chief / Division Supervisor
			Received by Battalion Chief/Supervisor
			Received by Officer/Unit Leader
			Completed- Reviewed by Battalion Chief/Supervisor
			Completed – Signed by Employee
			Received by Battalion Chief/Supervisor
			Received by Division Chief /Division Supervisor
			Received by Senior Administrative Secretary (Deadline)
			Received by Assistant Chief
			Received by Deputy Chief
			Filed by Senior Administrative Secretary (one week)
			Sent to COC HR

Please confirm that form is signed, points are calculated, employee contact information is updated, key words are used in supplemental narrative, and all concerns are addressed prior to the **two week** deadline.