

# Important Information about Submitting Performance Evaluations for All Uniformed Personnel (except probationary employees)

- Use the most current forms found on Quicklinks → Forms & Documents → IPPA Evaluations Forms
- The original and photocopy should be one sided and stapled
- The evaluation should include the Oracle ID # (not the Fire Dept ID)
- The evaluation should include the employee’s full name (no nicknames)
- The evaluation should include all of the fields that are highlighted below
- Submit one original signed copy and one photocopy of the signed evaluation to:  
**Amanda Reb – MCFRS Human Resources – 100 Edison Park Drive, 2<sup>nd</sup> Floor**

**IPPA Evaluation Forms**  
(forms in .doc format)

- Captain
- Lieutenant
- Master Firefighter
- Fire Fighter III
- Fire Fighter II
- Fire Fighter I
- IPPA Guidance for the End of Probation

EMPLOYEE INFORMATION		
Employee Name: Oracle Employee ID# (from Payslip): Hire/Anniversary Date:	Rank/Position: Station/Unit/Shift:	
Supervisor Name: Additional Feedback supplied by: (list)	Reviewing Official Name:	
Type of Appraisal (Check) _____ Annual _____ Interim	Review Period From _____ to _____	
DOCUMENTATION SIGNATURES		
Activity to be documented	Date	Signature
Performance Plan Finalized* (Employee)		
Performance Plan Finalized (Supervisor)		
Optional Mid Year Progress Discussion (Employee)		
Optional Mid Year Progress Discussion (Supervisor)		
Evaluation Reviewed by Employee*		
Evaluation Finalized by Supervisor		
Evaluation Reviewed by Reviewing Official		