

**PERFORMANCE EVALUATION  
CLASSIFIED EMPLOYEES**

**Employee Name:** \_\_\_\_\_ **M #:** \_\_\_\_\_

**Position & Title:** \_\_\_\_\_ **ML:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Date of Evaluation:** \_\_\_\_\_

**Select Appropriate Box:**     Annual     Midpoint Probationary     Final Probationary  
 Other (specify): \_\_\_\_\_

Chapter 123: 1-29-01 of the Administrative Rules of the Ohio Department of Administrative Services requires that classified employees must be rated or evaluated with respect to performance efficiency twice during the employee's probationary period and once during each calendar or anniversary year.

**Directions:** The supervisor or the employee names above should rate the employee on the performance factors listed below for the designated evaluation period. The definitions for the ratings are as follows:

**For Final Probationary and Annual Evaluations:**

- 1 - Seldom meets performance standards; regularly requires special guidance or direction.
- 2 - Does not consistently meet performance standards; often requires special guidance or direction.
- 3 - Consistently meets performance standards.
- 4 - Consistently meets and often exceeds performance standards.
- 5 - Consistently exceed performance standards.

**For Midpoint Probationary Evaluations:**

- NI** – Performance Needs Improvement
- S** – Satisfactory Performance

<b>For HR Use Only</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R.P	E.P.	P.G.

**RATING/PERFORMANCE FACTOR**

**Adaptability:** Adjusts to changes in job, stress, deadlines, assignments, methods, personnel or surroundings with little difficulty; demonstrates flexibility; deals effectively with new responsibilities.

1    2    3    4    5    NI    S

Other Performance Standards:

Comments:

**Attendance and Punctuality:** Meets attendance and punctuality standards.

1    2    3    4    5    NI    S

Other Performance Standards:

Comments:

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**Employee Name:** \_\_\_\_\_ **M#:** \_\_\_\_\_

**Communication Skills (if applicable):** Expresses written and/or verbal information in a clear, concise, well-organized manner to fellow employees, supervisors, public, patients, and/or students; keeps others informed as appropriate; handles confidential and sensitive information appropriately.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Cooperation With Others:** Relates well and demonstrates courtesy to co-workers, students, patients, and the general public; willingly accepts supervision and direction.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Dependability/Reliability:** Consistently produces desired results; follows through on all activities related to the completion of tasks; demonstrates determination in overcoming obstacles; consistently meets time and/or production schedules and deadlines; willingly serves as a resource or assists as needed; meets physical and mental demands of position.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Initiative:** Demonstrates self-starting ability; demonstrates capacity to act promptly; demonstrates effort to accomplish designated tasks; takes independent action where appropriate; readily accepts responsibility.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

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**Employee Name:** \_\_\_\_\_ **M#:** \_\_\_\_\_

**Job Knowledge:** Understands the duties, responsibilities, skills, and procedures required of the job; demonstrates ability to apply job knowledge and skills.

- 1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Learning Ability:** Grasps and acquires new information needed to perform job.

- 1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Reasoning/Judgment:** Accurately identifies, analyzes, and interprets problems and selects proper course of action; makes logical decisions; requires little direct supervision; handles confidential and sensitive information appropriately.

- 1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Service Orientation:** Promotes favorable public relations; demonstrates commitment to provide the level of service necessary for the accomplishment of both job and organizational objectives.

- 1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

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**Supervisory Skills (if applicable):** Demonstrates effort to create work climate conducive to productivity and employee motivation; promotes teamwork where appropriate; deals effectively with personal and subordinates' work stress and tension; effectively delegates; conducts performance evaluation sessions with subordinates as required; maintains a personal standard of performance as an appropriate model for subordinates; handles subordinates performance problems effectively and maintains the necessary related documentation; encourages subordinates training and development.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Work Habits:** Maintains neat and orderly work areas; identifies and establishes work priorities; maintains standards of personal hygiene as necessary for job; demonstrates an awareness of the need to efficiently utilize available resources; demonstrates awareness of safety as related to the work situation.

1  2  3  4  5  NI  S

Other Performance Standards:

Comments:

**Overall Rating:**

1  2  3  4  5  NI  S

**Rating Definitions:**

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**NI** Performance Needs Improvement  
**S** Satisfactory

**Specify ways in which the employee can take definite action to address areas for performance and/or development.**

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**Employee Name:** \_\_\_\_\_ **M#:** \_\_\_\_\_

**Reviewer Comments:** The supervisor who reviews the rater's completed evaluation may make comments here.

**Employee Comments:** The employee may make comments here:

**We have reviewed the contents of this performance evaluation. (If rate is also the reviewer, the rate should sign in both places.)**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rater's Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewer's Signature

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Date

**Note:**

In the event of a layoff, performance evaluations will determine a classified employee's efficiency points, which are a part of the employee's total retention points. Performance evaluations will also have a bearing upon a classified employee's eligibility for promotion in the classified service. Exceptions to these procedures may be detailed in specific collective bargaining agreements.