

Annual Interim Probationary

Name: _____

Evaluation period covered:
From: _____ To: _____

Position Title: _____

Employment date: _____
Time in present position: _____

Department/Division: _____

DEFINITION Position: Duties and Responsibilities (describe briefly major objectives of this job)

Overall Performance RATING – Summarize by rating the employee against the total requirements of his/her present job:

Supporting Observation:

<input type="checkbox"/>	* Superior performance One of the very best
<input type="checkbox"/>	* Above Average Consistently well above what is expected
<input type="checkbox"/>	* Satisfactory Meets the requirements of the job
<input type="checkbox"/>	* Fair Generally okay, but some improvement needed
<input type="checkbox"/>	* Unsatisfactory Not up to requirements of the job

* These ratings must be substantiated by supporting observation and examples.

Appraisal made by: Immediate Supervisor
 Group Appraisal, including Supervisor *

Conference with employee held on: _____

* Appraised also by: _____
For factors: _____

RECOMMENDATION:
 Retention in this position
 Placement on the next salary step:

 Non-retention

Employee Comments: yes attached none

Evaluated by: _____

Immediate Supervisor Signature *Date*

For office use only (payroll data):

_____ Current Step

_____ \$ _____

* Next Step (if due) _____ \$ _____

* To be granted if due and performance satisfactory or better

Note: _____

PERFORMANCE EVALUATION (To be based on appropriate list of job duties and responsibilities developed from Job Description and assignment which provide a common understanding of the job objectives.)

Rating Scale

1. Outstanding – Superior performance; significantly exceeds job requirements.
2. Above Average – Consistently well above what is expected.
3. Satisfactory – Meets the requirements of the job. Properly trained and qualified employees are expected to meet this level.
4. Fair – Improvement needed.
5. Unsatisfactory – Not up to required standards of the job; performance unacceptable.

Performance Factors	Performance Level					Supporting Observation
	1	2	3	4	5	
1. JOB KNOWLEDGE Understanding of all phases of his/her work and related matters. Knowledge applied with respect to total job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. QUALITY OF WORK Thoroughness, neatness, accuracy, meeting accepted expectations of the position (Acceptability of work produced).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. JOB EFFORT Work output – relative to schedules, expectations – under normal conditions (Amount of acceptable work).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. INITIATIVE Self starting and acting on own. Amount of direction needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Performance Factors	Performance Level	Supporting Observation
	1 2 3 4 5	
5. JUDGMENT Adequacy of judgment applied as required by job responsibilities.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
6. COOPERATION and Support to others relative to job responsibilities. Effectiveness in working with others. Attitude towards work.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
7. ATTENDANCE	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
8. SAFETY Understanding and application of safe practices – observes safety rules.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Following items only for SUPERVISORY Personnel evaluation

9. LEADERSHIP Ability to effectiveness as a supervisor. Motivates others to get results through teamwork.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	
10. PLANNING & ORGANIZATION Organizes and plans work effectively; makes sound decisions; acts on basis of facts; plans for long-range results. Analytical ability; ability to communicate.	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	

Employee's major work-related STRENGTHS	Employee's major work-related areas that need strengthening:
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Additional achievements and qualifications – describe other factors not brought out in previous sections, thought to be important to his/her effectiveness in current job.

DEVELOPMENT Discussion Summary:

Concerning employee's development in his/her present assignment:

- a) On what factors was it agreed to try and improve?:

- b) What development activities were planned with and for the employee to help him/her develop him/herself on these factors?:

- c) Employee's desires, job preferences, attitude, self-development activities, etc.:

COMMENTS:

Potential: How would you evaluate this person's potential--the capacity for advancement? (Consider basic abilities, interest in advancement, previous training, knowledge of the job, proficiency in skills and techniques, etc.) For what particular jobs and when ready?

Supporting Observation:

Employee comments, if any: _____

 (Use additional pages as needed.)

Discussed with the employee by:

This evaluation and development report has been discussed with me.

Signature	Date	Employee Signature	Date
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NOTE: Signature of employee acknowledges only that the evaluation was discussed and that a copy has been reviewed. The signature is not an indication that the employee concurs with the contents.