

# **EMPLOYEE PERFORMANCE REPORT**

| Employee Name:                         | Position Title:                         |                       |
|--|---|-----------------------|
| Department:                            | Supervisor:                             |                       |
| Evaluation Period : From<br>Month/Year | to<br>Month/Year                        | -                     |
| Probationary Evaluation: First Second  | Bi-Annual Evaluation  Due by April 30th | Additional Evaluation |

This is designed to provide employees with information concerning job performance and personal development, and supply supervisors with a tool to assist in the objective appraisal of performance and characteristics and to identify and address development needs.

### PERFORMANCE RATING INSTRUCTIONS

- 5 Exceptional performance with little or no room for improvement.
- 4 Exceeds competent performance.
- 3 Competent performance.
- 2 Less than competent performance, room for improvement clearly exists.

1 – Significantly less than competent performance, major improvement required.

N/A – No opportunity to observe and/or not pertinent to current duties and responsibilities

Enter for each category below; the number which best describes the employee's performance.

\*If a 2 or 1 rating is given, specific recommendations for improvement must be provided by the evaluator

#### MEASURES OF PERFORMANCE

| MEASURE   | RATING | COMMENTS |
|---|--------|----------|
| Knowledge of Work:<br>Understanding of duties and<br>procedures – job knowledge |        |          |
| Work Quantity:<br>Amount of work performed                                      |        |          |
| Work Quality:<br>Accuracy, neatness,<br>thoroughness                            |        |          |
| Work Planning:<br>Ability to layout or plan work,<br>carry through and complete |        |          |
| Attendance:<br>Punctual, observes work hours<br>and rest periods                |        |          |
| Cooperation:<br>Willing and able to work<br>effectively with others             |        |          |

## OTHER:

Describe

# OTHER:

Describe

## OTHER:

Describe

**SUMMARY (Short Summary Statement Required)** Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

### **EMPLOYEE DEVELOPMENT: CURRENT POSITION**

| DEVELOPMENT AREA:                              | DEVELOPMENT ACTIVITY:                   | SCHEDULED   |
|--|---|-------------|
| Indicate the result or characteristics area(s) | Indicate training, special assignments, | <u>DATE</u> |
| needing improvement for current job            | project, job rotation, etc.             |             |
| responsibilities                               |   |             |
|  |   |             |
|  |   |             |
|  |   |             |

#### **EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT**

| DEVELOPMENT AREA:                                     | DEVELOPMENT ACTIVITY:                                |
|---|--|
| Indicate the result or characteristic area(s) needing | Indicate training, special assignments, project, job |
| improvement for enhancing opportunities for career    | rotation, etc.                                       |
| development   |  |
|   |  |
|   |  |
|   |  |

### COMMENTS BY EMPLOYEE (if desired)

My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within five (5) working days of the date of this report.

| EMPLOYEE SIGNATURE        | DATE |
|---------------------------|------|
| MANAGER'S SIGNATURE       | DATE |
| OFFICE OF HUMAN RESOURCES | DATE |