



## PERFORMANCE EVALUATION SUPPORT FORM

### PART I – EMPLOYEE IDENTIFICATION

Name (Last, First, MI)

Employee I.D.

Title

Department

Rating Period

from

thru

Rated Months

### PART II – RATING CHAIN

Rater Name (Last, First, MI)

Title

Intermediate Rater Name (Last, First, MI)

Title

### PART III - VERIFICATION OF FACE-TO-FACE DISCUSSION

Mandatory rater / rated employee initial face-to-face counseling on goals and performance objectives, and responsibilities for the current rating period took place on:

Date

Employee Initials

Rater Initials

Rater / Follow-up-Face-to-Face Counseling:

Dates

Employee Initials

Rater Initials

## PART IV - EMPLOYEE SIGNIFICANT DUTIES AND RESPONSIBILITIES

(Complete a. and b. below for this rating period).

a. **STATE YOUR SIGNIFICANT DUTIES AND RESPONSIBILITIES.**

--

b. **ORGANIZATIONAL PERFORMANCE MEASURES.**

**Customer Service** - Provide effective customer service by proactively giving our customers what they need.

--

**Quality of work** - Provide quality products and services the first time, every time, with efficient use of available resources.

--

**Financial stewardship** - Collaborative, responsible, effective, and efficient use of funds; cost control accountable to the taxpayers.

--

**Employee satisfaction** – Empowered, skilled, motivated, and valued employees working as a team.

--

**Public perception** – Displays a positive, confident, competent demeanor when dealing with the general public. Strives to provide efficient use of resources, customer satisfaction, and reduce conflicts and disputes.

--

## GOALS AND PERFORMANCE OBJECTIVES

Describe the individual goals and performance objectives for the rating period.

**Goal:**

List your Performance Objectives for this goal.

**Goal:**

List your Performance Objectives for this goal.

**Goal:**

List your Performance Objectives for this goal.

**PART V– RATER AND/OR SENIOR RATER**  
(Review and comment on part IV above).

- a. Rater Comments (Optional).

- b. Intermediate Rater Comments (Optional).

**PURPOSE:** This Evaluation Report serves as the primary source of information for employee personnel management decisions and serves as a guide for the employee's performance and development, enhances the accomplishment of the organizational mission, and provides additional performance information to the supervisory chain.

**ROUTINE USE:** This evaluation form will be maintained in the employee's personnel file. A copy will be provided to the employee either directly or forwarded to them at a later date.

**DISCLOSURE:** Disclosure of the information in Part IV is voluntary. However, failure to provide the information requested will result in an evaluation of the employee without the benefit of the employee's comments. Should the employee site the privacy Act as a basis not to provide the information requested in Part IV, the Support Form will contain the employee's statement to that effect and be forwarded through the rating chain.

Print Form