

## PERFORMANCE EVALUATION REPORT

### DOCUMENT A - Evaluation Summary

Employee: _____ Department: _____ Position Title: _____ Evaluation Period From: _____ Performance Review Conference held on: _____	Type of Evaluation: <input type="checkbox"/> Original Probation <input type="checkbox"/> Annual <input type="checkbox"/> Promotion <input type="checkbox"/> Special <input type="checkbox"/> Warning <input type="checkbox"/> Separation
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<b>OVERALL PERFORMANCE DURING THE EVALUATION PERIOD IS RATED AS:</b> (Check one)	
<input type="checkbox"/> <b>OUTSTANDING</b>	The employee's overall performance significantly and consistently surpasses all performance standards established for the position. This evaluation recognizes an employee's sustained excellence and accomplishments which are substantially above usual expectations.
<input type="checkbox"/> <b>EXCELLENT</b>	The employee's overall performance in all areas frequently exceeds the performance standards established for the position. This evaluation recognizes an employee's consistent effectiveness and accomplishments which are above usual expectations.
<input type="checkbox"/> <b>SATISFACTORY</b>	The employee's overall performance consistently meets the performance standards established for the position and regularly achieves expected results. An employee at this achievement level meets usual expectations and performs tasks in a timely and acceptable manner.
<input type="checkbox"/> <b>UNSATISFACTORY</b>	The employee's overall performance inconsistently meets the performance standards established for the position and indicates that significant tasks are not completed in the time or manner expected. Performance is below the minimum acceptable level for the position. Correction of performance deficiencies is necessary for continued employment.

Name of Supervisor: _____ Title: _____	Signature: _____ Date: _____
Name of Reviewer: _____ Title: _____	Signature: _____ Date: _____
Appointing Authority: _____ Title: _____	Signature: _____ Date: _____
Employee: _____ Title: _____	Signature: _____ Date: _____

To the Employee: Signature only indicates receipt of the evaluation.

## SUMMARY OF MAJOR JOB DUTIES WITH PERFORMANCE EXPECTATIONS

(Even though they need not be listed below, employees are also expected to adhere to general performance expectations applicable to all employees, such as, but not limited to: reporting for work on time, following work rules & procedures, maintaining effective working relationships with public and co-workers, etc. These general performance expectations can be used in determining the employee's final rating.)

Major Job Duties/Performance Expectations:

**DOCUMENT B - Performance Comments**

Employee:

Evaluation Period From:

Department:

SUPERVISOR COMMENTS

PERFORMANCE EXPECTATIONS FOR NEXT EVALUATION PERIOD

(Identify any changes or additions to employee's job duties or performance expectations for the next rating period.)

REVIEWER COMMENTS

APPOINTING AUTHORITY COMMENTS

EMPLOYEE COMMENTS