

SUMMARY PERFORMANCE REPORT

Eligible for merit increase?

Yes/no

Overall Rating

NOTE: An employee must receive a rating of “meets expectations.”

PERFORMANCE STRENGTHS

PERFORMANCE NEEDS

DEVELOPMENTAL PLANS

EMPLOYEE COMMENTS

signature*

date

*Signature does not indicate agreement, but indicates that the appraisal was reviewed and discussed with the employee.

EMPLOYEE

NAME _____ SSN _____

POSITION _____

I have reviewed and understand the duties, performance standards, and uniform job factors on which I will be evaluated.

(signature) _____ (date) _____

APPRAISING SUPERVISOR

NAME _____

POSITION _____

Rating criteria discussed with employee (signature) _____ (date) _____

Ratings assigned (signature) _____ (date) _____

Interview completed (signature) _____ (date) _____

REVIEWING SUPERVISOR

NAME _____

POSITION _____

Rating criteria approved (signature) _____ (date) _____

Ratings approved (signature) _____ (date) _____

ADMINISTRATIVE SERVICES

Received by _____ Date _____

PERFORMANCE RATING DEFINITIONS

PERFORMANCE RATINGS

The purpose of the scale is to measure levels of job-related behavior. In using the scale the supervisor should consider the extent to which the employee meets the expected standards for major job duties and uniform job factors. The supervisor should refer to the duty statements and the performance standards when rating job performance. Performance ratings should not be made for job behaviors that were not observed during the appraisal period.

Indicate the employee's level of performance by writing "0," "1," "2," "3," or "4" in the appropriate space. If the employee has not been observed performing a duty, then write "NOT OBSERVED" in the comment space for that duty and adjust the duty weights accordingly.

PERFORMANCE LEVEL DEFINITIONS

- 0 UNACCEPTABLE
- 1 BELOW EXPECTATION – Performance is frequently below expected standard and needs improvement. Characteristic performance clearly fails to meet expected standards
- 2 MEETS EXPECTATION – Performance meets expected standards. Overall, work is acceptable and rarely needs improvement.
- 3 ABOVE EXPECTATION – Performance consistently meets expected standards. Work frequently exceeds standards.
- 4 SUPERIOR – Performance consistently exceeds standards.