

## PERFORMANCE EVALUATION REPORT

**DOCUMENT A - Evaluation Summary – Corrections, Supervisory, as well as classified managerial and confidential employees.**

Employee Name and ID: _____	Type of Evaluation:  Original Probation Annual Special End of PPR End of Warning Period
Bargaining Unit: _____	
Department: _____	
Position Title: _____	
Evaluation Rating Period: _____	
Performance Review Conference held on: _____	

<b>OVERALL PERFORMANCE DURING THE EVALUATION PERIOD IS RATED AS:</b> (Check one)	
<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.
<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.
<b>COMMENDABLE</b>	The employee's overall performance in many areas frequently exceeds the performance standards established for the position. This evaluation recognizes an employee's effectiveness and accomplishments which are generally above usual expectation.
<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.
<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:	Signature:
Title:	Date:
Name of Reviewer:	Signature:
Title:	Date:
Appointing Authority:	Signature:
Title:	Date:
Employee:	Signature:
Title:	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: 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 Rating 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**