

**Section One: Employee Information**

|  |  |
| --- | --- |
| **Employee** | **Supervisor** |
| **Work Unit** | **Position Number** |
| **Class No./Title** | **Competency Level** |
| **Salary Eligibility Date** | **Salary** |
| **Report Period**  From: To: | **Rating For** |

**Section Two: Competencies**

**Technical Knowledge**

**Performance Standard:**

**Rating:**

**Comments:**

**Work Coordination**

**Performance Standard:**

**Rating:**

**Comments:**

**Problem Solving/Prevention**

**Performance Standard:**

**Rating:**

**Comments:**

**Communication and Service**

**Performance Standard:**

**Rating:**

**Comments:**

**Accountability**

**Performance Standard:**

**Rating:**

**Comments:**

**Section Three: Performance Objectives**

**Objective:**

**Performance Standard:**

**Weight:**

**Results:**

**Rating:**

**Comments:**

**Objective:**

**Performance Standard:**

**Weight:**

**Results:**

**Rating:**

**Comments:**

**Objective:**

**Performance Standard:**

**Weight:**

**Results:**

**Rating:**

**Comments:**

**Objective:**

**Performance Standard:**

**Weight:**

**Results:**

**Rating:**

**Comments:**

**Objective:**

**Performance Standard:**

**Weight:**

**Results:**

**Rating:**

**Comments:**

**Discussion of How Work was Performed:**

**Unplanned Accomplishments:**

**Section Four: Summary**

**Summary Rating:**

**Commentary Supporting Summary Rating:**

**Developmental Needs/Plans:**

**Section Five: Signatures**

**Rating Performed By (enter name):**

**Supervisor's Signature Date**

**Rating Reviewed By (enter name - Optional):**

**Signature Date Reviewer's Comments (enter comments):**

Employee's signature is required only to indicate that the employee has read the performance appraisal.

**Employee Signature Date Employee Comments (enter comments):**

**Appointing Authority (enter name):**

**Signature Date**