



Draft  
 Final

Instructions: The employee shall be given up to five (5) days to review the draft evaluation and provide input, if any, to the evaluator. The evaluator shall consider input provided within the five-day period in preparing the final performance evaluation.

**Employee Information**

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_ Evaluation Period: \_\_\_\_\_

Classification: \_\_\_\_\_ Working Title: \_\_\_\_\_ Employee Status: \_\_\_\_\_  
 Temporary  Probationary  Permanent

Supervisor's Name: \_\_\_\_\_ Supervisor's Title: \_\_\_\_\_

Type of Appraisal:  3 Month  6 Month  11 Month  Annual  Other

**Job Skills/Knowledge**

Consider the knowledge of job and the supervision required.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Shows exceptional skills and knowledge on the job. Has strong understanding of all aspects of department.	Very well informed on all phases of the position. Requires little or no supervision.	Has a good understanding of all aspects of job. Requires standard supervision.	Has minimal knowledge of the essentials. Needs close supervision	Unacceptable job knowledge. Requires maximum supervision in most or all areas of job responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

**Quality**

Consider accuracy and reliability of results and wasted time in rework.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Exceptionally accurate. Produces top quality and thorough results. Sets example. Work is consistently error-free.	Produces results that exceed requirements. Seldom necessary to check work.	Produces good quality work. Results are generally accurate, but may require occasional rework.	Quality of work sometimes below standards. Requires frequent review.	Produces unreliable results with frequent errors. Requires constant checking.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Quantity

Consider accuracy and reliability of results and wasted time in rework.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Consistently produces a high volume of work. Capable of performing a number of diverse tasks. Generally a top producer in unit.	Consistently produces more than expected. Capable of taking on extra work and assignments.	Meets volume requirements. Completes all assigned tasks.	Volume not always at expected level.	Does not complete work assignments. Amount of work produced is unacceptable.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Service Orientation

Consider overall internal and external service commitment and behavior. Clients may include customers, peers and supervisors.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Provides exceptional service. Initiates suggestions for overall service improvement. Feedback from clients indicates an extraordinary level of commitment to service.	Provides consistent top quality service. Consistently exceeds clients' service expectations.	Displays positive service orientation. Clients are satisfied with level of service provided.	Occasionally displays positive service orientation.	Rarely displays a positive service orientation. Immediate improvement necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Judgement

Consider success in organizing work and the ability to differentiate between decisions that should be made or deferred.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Thinks quickly and logically. Decisions made are extremely reliable and sound. Exceptionally well-organized.	Shows consistently sound judgment. Very well-organized.	Displays sound judgment. Good organizational ability.	Minimum ability to organize daily work. Some improvement may be required in judgment.	Work is not organized. Consistently poor judgment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Adaptability

Consider willingness to learn new practices and adjust to changes in assignments or working conditions.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Adapts to change rapidly and displays positive attitude. May help others adapt to change.	Quickly learns new practices. Has positive attitude about change.	Competently learns new practices and adjusts well to change.	Learns new practices after much instruction. Accepts change with hesitancy.	Does not retain instructions. Resistant to change.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Communication

Consider verbal, written, and interpersonal communication skills.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Exceptional communication and interpersonal skills. Interacts extraordinarily well with all levels of employees and managers. May be used as an expert service resource or act as an example for others.	Very strong communication and interpersonal skills. Interacts very well with all levels of employees and managers.	Fully competent communication and interpersonal skills. Interacts well with others.	Communication and interpersonal skills need improvement in some areas. May interact well with some, but not all, levels of employees and managers.	Interpersonal and communication skills are unacceptable. Does not interact well with others.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Attendance

Consider punctuality and unscheduled or unapproved absences.

(5) Outstanding	(4) Exceeded Expectations	(3) Satisfactory	(2) Needs Improvement	(1) Unsatisfactory
Always arrives on time. All absences are approved in advance.	Consistently arrives on time. Absences are approved in advance with rare exception.	Generally arrives on time. Absences are often approved in advance.	Excessive amount of tardies and unscheduled or unapproved absences.	Unacceptable amount of tardies and unscheduled or unapproved absences.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Safety Compliance

Consider safety practices in work area.

Complies with emergency procedures and safety programs.	Does not comply with emergency procedures and safety programs
<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Employee Name: \_\_\_\_\_

## OVERALL PERFORMANCE EVALUATION

Using the following standards, please select the summary description that most closely describes the employee's overall performance for this entire review period:

**Outstanding (5): Performance far exceeds expectations and requirements of the position.**

Incumbent consistently integrates a wide variety of skills to outstandingly and effectively solve problems and carry out duties, responsibilities and objectives well beyond the expectations of the position. Outcomes and solutions are routinely excellent and seldom matched by others. Incumbent demonstrates the highest level of performance standards in handling all assignments. Incumbent's performance is consistent with the behavior associated with the selected critical performance factors. Overall, performance demonstrates a very high degree of expertise and serves as a model of excellence for others. Incumbent adds value to the organization well beyond what was expected. Incumbent's high level of sustained performance merits special recognition and compares with the best the CSU has seen. **Very few employees achieve this level of competency, particularly in an overall evaluation.**

**Exceeded Expectations (4): Performance often exceeds expectations and requirements of the position.**

Incumbent frequently demonstrates the ability to integrate a variety of skills to effectively solve problems and carry out duties, responsibilities and objectives beyond the expectations of the position. Incumbent's performance is consistent with the behavior associated with the selected critical performance factors. Incumbent adds value to the organization beyond what is expected and is one of the key contributors within the organization.

**Satisfactory (3): Performance meets and sometimes may exceed expectations and requirements of the position. Fully competent.**

Incumbent adds value to the organization and is a fully competent performer. Critical goals, tasks, and projects are achieved within acceptable standards. During the review period, there may have been some accomplishments that exceeded expectations, some that may have met expectations and, possibly, some areas where results may not have fully met expectations. Overall, the incumbent demonstrates the ability to handle projects or assignments within the scope of the position and demonstrates the ability to integrate a variety of skills to solve problems and carry out duties, responsibilities and objectives. Incumbent's performance is generally consistent with the behavior associated with the selected critical performance factors.

**Needs Improvement (2): Performance often does not meet expectations and requirements of the position. Improvement is necessary.**

Incumbent needs further development and/or improvement in one or more of the critical performance factors. Incumbent requires more than normal amount of guidance and follow-up to assure that assignments were progressing adequately. Performance is occasionally consistent with the behavior associated with the selected critical performance factors. Sustained progress and improvement are required in one or more of the critical performance factors.

**Unsatisfactory (1): Performance consistently does not meet expectations and requirements of the position. Immediate improvement is required.**

Performance is below the minimum needed to fulfill principal duties, responsibilities, objectives and expectations of the position. Incumbent requires an unreasonable amount of direction and guidance that is inconsistent with the position. Performance must improve or corrective action will be taken, up to and including termination.

**Additional Supervisory Comments**

Include comments on Overall Performance Evaluation rating and future goals and objectives.

**Employee's Comments**

May also attach a separate sheet of paper.

\_\_\_\_\_ (initial here) I have reviewed this draft evaluation and do not wish to provide any input to the evaluation. Therefore, this draft will also serve as my final evaluation.

*I certify that this evaluation has been discussed with me. My signature does not necessarily indicate that I agree with the evaluation.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dept/Organizational Head Signature

\_\_\_\_\_  
Date