

EMPLOYEE PLANNING AND PERFORMANCE REVIEW FORM

Employee Name		Employee ID	
Classifcation		Department	
Date of Last Evaluation		Type of Evaluation	
REVIEW TYPE (Pleas	se select one. Temporary employees receive annual or	additional reviews only.)	
1st Probationary	<i>(</i>		
2nd Probationar	у		
3rd Probationary	y		
Additional Reas	on:		
Annual (Annual	Reviews refect performance from July 1st – June 30th	of each fscal year.)	
REVIEW PERIOD			
From:(mm/yyyy)	to		

Complete the following sections of the Employee Planning and Performance Review Form.

PLEASE NOTE:

- Before completing this form with the employee being reviewed, please discuss and review it with your Administrative Services Manager (ASM).
- Issues of attendance, reliability, dependability, etc. should be addressed in Section III Item C.
- Any questions or concerns regarding the performance review process should be directed to your ASM or Staf Human Resources.
- **Exemplary**: This rating is reserved for the highest level of performance that consistently exceeds standards and expectations during evaluation period. An employee receiving this rating should have a consistent record of achievement.

4

SECTION I REQUIRED CRITERIA

(Use specifc behavioral examples to support ratings in every category. Specifc examples are mandatory for both exemplary and unacceptable ratings)

Very Important

Important

Critical

1. JOB SKILLS - IMPORTANCE TO POSITION

demonstrate exceptional	skills in performing the major	or responsibilities of this j	noted in the position description. ob as noted in the position descri or responsibilities being complete	ption? Does the employee	
Exemplary	Commendable	Satisfactory	Needs Improvement	Unacceptable	N/A
Please support your ratin	g in the narrative section be	elow			
	- IMPORTANCE TO POS	-	, ,	Important	
	ee going above any beyond		nd goals of this position. Are excepting the standards set for this position		
Exemplary	Commendable	Satisfactory	Needs Improvement	Unacceptable	N/A
Please support your ratin	g in the narrative section be	elow			
3. QUALITY OF WORK	– IMPORTANCE TO POS	SITION Critic	al Very Important	Important	
on assignments and com	pletes them on time. Conside amount of supervisory rev	der how the work compar	loyee's work and the degree to w es to quality performance standar ork quality. Is the employee going	rds and goals for the emplo	oyee's
Exemplary	Commendable	Satisfactory	Needs Improvement	Unacceptable	N/A
Please support your ratin	g in the narrative section be	elow			

Page 2 of 5 Rev. Date: 2022-12

Page 3 of 5 Rev. Date: 2022-12

SECTION II ADDITIONAL OR ENHANCING CRITERION

(Add additional criteria if needed. Please describe each additional performance criterion below)

7. SUPERVISORY/LEAD RESPONSIBILITIES – IMPORTANCE TO POSITION	Critical	Very Important	Important
Consider ability to plan, organize, delegate, and follow up on work-fow to meet unit's goal constructive feedback to subordinates on a consistent basis. Consistently treats subordinates on a consistent basis.		ovides clear expectations	and

Page 4 of 5 Rev. Date: 2022-12

SECTION III EMPLOYEE DEVELOPMENT (CONTINUED)

C. Provide specific examples that occurred during this review period which demonstrate this employee's need for improvement.					
D. What specific training, for this employee's performance.	, professional development, rmance and development pl	or other learning experie an.	nces and goals for the next evalu	uation period would you reco	mmend
		OVERALL	RATING		
Exemplary	Commendable	Satisfactory	Needs Improvement	Unacceptable	N/A
			Needs Improvement an additional sheet if necessary		N/A
					N/A
		oyee only): Please attacl	n an additional sheet if necessary	Į.	
		oyee only): Please attacl		Į.	
		oyee only): Please attacl	n an additional sheet if necessary	Į.	
	'S (to be completed by empl	oyee only): Please attacl	an additional sheet if necessary	Į.	reement)

Page 5 of 5 Rev. Date: 2022-12