

INSTRUCTIONS FOR COMPLETING PERFORMANCE EVALUATION

GENERAL Detailed guidelines for evaluating performance have been issued to all departments in

Before completing a Performance Evaluation Report, a thorough review of the factors and ratings described in the publication is recommended. Additional copies of the publication are available from the Personnel Services Department.

COMPLETING THE EVALUATION REPORT Final markings and comments on this Report should be in ink or typewritten. Additional pages may be used if more space is needed for narrative comments. The evaluation is to be discussed in a private interview with the employee. Any changes in the evaluation which may be made during the interview should be initiated by the employee. All attachments must be signed by the employee evaluator.

EXPLANATION OF THE FORM

1. **REPORT HEADING** Self-explanatory. Complete all items.
2. **SECTION A** Each factor listed in this section must be checked (X) in an appropriate column. Any factor not considered applicable should be checked in Column f. If -related.
(The lead person factors are not to be referenced in evaluating the performance of non-lead person personnel.)
Each check mark placed in Columns a or b required explanation in SECTION C. Check marks in Columns d or e must be explained in SECTION B.
3. **SECTION B** Record job strengths or instances of exemplary performance, including details of check marks in Columns d or e. Indicate progress or improvements resulting goals for future accomplishments. All attachments must be signed by the evaluator and the employee.
4. **SECTION C** Record in specific detail the reason(s) for check marks placed in Columns a or b. All attachments must be signed by the evaluator and the employee.
5. **SECTION D** The employee should sign and date this section (and any attachments to the report). The employee may comment in the space provided.