

REVIEW FORM FOR NON-EXEMPT CIVIL SERVICE EMPLOYEES

Procedure: The evaluator shall refer to the employee's job description when completing the evaluation instrument and share the evaluation results with the employee. Both the evaluator and the employee should sign the evaluation. The employee signature indicates that he/she has seen the evaluation but does not necessarily indicate the employee concurs with the evaluation. The employee should be given a copy for his/her records.

The original evaluation form(s) shall be retained by the unit for six years following separation of the employee.

Please evaluate the employee's job performance by checking the appropriate box next to each attribute based on the following scale:

U=unsatisfactory; **NI**=needs improvement; **S**=satisfactory; **AA**=above average; **E**=excellent; **NA**=not applicable

ATTRIBUTE TO BE EVALUATED	U	NI	S	AA	E	NA
Quantity of work <i>extent to which the employee meets job requirements on a timely basis</i>						
Quality of work <i>extent to which the employee's work is thorough, effective and accurate</i>						
Knowledge of job <i>extent to which the employee knows and demonstrates all phases of assigned work</i>						
Cooperation with others <i>extent to which the employee gets along well with others; responds positively to direction and adapts well to changes; shows tact, courtesy and effectiveness in dealing with others</i>						
Judgment <i>extent to which the employee makes sound job-related decisions, develops alternative solutions and recommendations and selects proper course of action; understands impact of decisions and actions</i>						
Attendance, reliability and dependability <i>extent to which the employee is not absent and contacts supervisor concerning absences on a timely basis; can be depended upon to be available for work; assumes responsibilities and ensures tasks are followed to completion</i>						
Planning and organizational effectiveness <i>extent to which the employee meets deadlines, manages resources, and effectively balances tasks and priorities</i>						
Communication <i>extent to which the employee effectively conveys information and ideas to others; clarity of oral and written communications</i>						
Initiative and creativity <i>extent to which the employee is self-directed, resourceful and creative in meeting job objectives; follows through on assignments; initiates or modifies ideas, methods or procedures to meet changing circumstances or needs</i>						
Supervisory ability (if applicable) <i>extent to which the employee applies sound practices in executing his/her supervisory responsibilities; demonstrates skill in arousing interest and enthusiasm in subordinates; effectively selects and develops personnel</i>						

The evaluator may want to comment on the ratings given to the above attributes, on ideas for improving job performance, or on areas where the employee has improved since the last evaluation. Such comments should be attached to the evaluation form.

Comments attached: yes no

The employee should be given the opportunity to comment on the results of his/her performance evaluation. Such comments should be attached to the evaluation form.

Comments attached: yes no

Employee Name: _____
Classification: _____
Department: _____
Evaluation Period: _____

Evaluator Signature/Date

Employee Signature/Date*

Authorized Unit Administrator Signature/Date (if applicable)
*employee signature indicates that he/she has seen the evaluation and does not necessarily indicate concurrence with the evaluation