



**CCSNH  
EMPLOYEE PERFORMANCE**

Annual Review   
 Increment Review   
 Probationary Review

**SUPPORT STAFF**

Name of Incumbent (Last, First, M.I.):	Date:
Current Position Classification Title and Labor Grade:	Bureau:
Summary of Performance for: (start date – end date)	Evaluator:

**SECTION 1 (COMPLETE ALL QUESTIONS)**

**ATTENDANCE**

Number of hours sick time taken since last evaluation:.....\_\_\_\_\_

Number of times tardy.....\_\_\_\_\_

Please comment on employee's overall attendance record. Consider the number and frequency of days absent; reason given for absences; relationship of absences to weekend, holiday and other scheduled days off:

Comments: \_\_\_\_\_

**QUANTITY OF WORK**

Below      Meets  
Expectations      Expectations

Completes necessary amount of work required of the position and finishes work on time..

Finds or requests more work when assignments are completed.....

Comments: \_\_\_\_\_

**QUALITY OF WORK**

Below      Meets  
Expectations      Expectations

Performs responsibilities with a minimum of mistakes.....

Work is done neatly and in an orderly fashion.....

Work is done thoroughly and followed up as required.....

Comments: \_\_\_\_\_

**SECTION I (Continued)**

JOB KNOWLEDGE

Below Expectations Meets Expectations

Stays current on job related equipment and/or technical developments.....

[ ]

[ ]

Stays current on job related procedures and information.....

[ ]

[ ]

Comments: \_\_\_\_\_

COMMUNICATIONS

Below Expectations Meets Expectations

Speaks with the public and co-workers in a courteous and helpful manner.....

[ ]

[ ]

When necessary, expresses information in an appropriate fashion.....

[ ]

[ ]

Comments: \_\_\_\_\_

DEPENDABILITY

Below Expectations Meets Expectations

Follows policy and procedural guidelines and instructions in an appropriate, effective way

[ ]

[ ]

Asks for help when needed.....

[ ]

[ ]

Devotes time to work as needed to get the job done.....

[ ]

[ ]

Does not discuss confidential matters.....

[ ]

[ ]

Comments: \_\_\_\_\_

COOPERATION

Below Expectations Meets Expectations

Seeks and originates input to and from others when trying to solve problems or achieve goals.....

[ ]

[ ]

Adapts to new methods or tasks in a cooperative manner.....

[ ]

[ ]

Performs back up work for others in a willing, cooperative manner.....

[ ]

[ ]

Comments: \_\_\_\_\_

SECTION II

(Select areas related to the position by checking the box. Then respond appropriately).

[ ] INITIATIVE

Below Expectations Meets Expectations

Attempts to find solutions to problems encountered.....

[ ]

[ ]

Seeks guidance when necessary.....

Comments: \_\_\_\_\_

**SAFETY**

Below  
Expectations

Meets  
Expectations

Observes safety rules and regulations for the work area.....

Keeps work area clear of safety hazards.....

Maintains any equipment used in a safety conscious manner.....

Brings potential safety hazards to the attention of his/her superior.....

Comments: \_\_\_\_\_

**APPEARANCE**

Maintains a personal appearance that is appropriate to the individual position's duties and responsibilities.....

YES

No

Comments: \_\_\_\_\_

**SECTION III**

**OVERALL SUMMARY OF PERFORMANCE**

BASED ON THE ABOVE PERFORMANCE FACTOR RATINGS, THE EMPLOYEE'S OVERALL PERFORMANCE FOR THIS PERFORMANCE PERIOD WAS (THIS RATING TO BE CONSISTENT WITH THE ABOVE INDIVIDUAL RATINGS):

\_\_\_\_\_\_ BELOW EXPECTATIONS

\_\_\_\_\_\_ MET EXPECTATIONS

GENERAL COMMENTS BY SUPERVISOR (Please make any additional comments job related and specific to job performance.):

Comments: \_\_\_\_\_

A meeting to discuss this performance summary with the employee was held on \_\_\_\_\_  
(Date)\_

EMPLOYEE COMMENTS:

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**Signatures:**

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(Department Head/Reviewer)

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(Date)

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(Evaluator)

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(Date)

**DISCLAIMER STATEMENT:** Signature indicates that the performance appraisal has been read and discussed with me. Signature does not necessarily indicate agreement or disagreement with the content of this appraisal.

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(Employee)

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(Date)