

Employee Name:		Site/Department:	
Job Title:	<input type="checkbox"/>	If unscheduled report check here <input type="checkbox"/>	Due Date:

SECTION A: Checks in columns C (Needs to Improve) and D (Unsatisfactory) must be explained in Section E (Deficiencies).

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INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION REPORT FORM

GENERAL:

1. After marking, very lightly with pencil, each factor in Section A, the rater shall review the report with his own principal or department head, if any. Markings and comments shall then be typed or inked in. Either the rater or reviewer (or both) shall then review the rating with the employee in a private interview. All signatures shall be in ink. Changes and corrections shall be initialed by the employee.
2. If space for comments is inadequate, similarly dated and signed attachments may be made (either type written or in ink).
3. Due Dates shall be observed, and are particularly important for final probationary reports. Filing dates for these are flexible, and both the first and the final reports may be filed at any time between their receipt and the printed due date.
4. All probationers (either new hire or promotional) shall be evaluated not later than the end of their twelve (12) week on duty and again at twenty (20) weeks on duty. Probationers may be separated (or demoted, if permanent in a lesser class) at any time such action is deemed necessary by the principal or department head, through use of either a scheduled or an unscheduled performance evaluation report.
5. All permanent employees shall be evaluated at least five months of service.

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