



EMPLOYEE PERFORMANCE APPRAISAL REPORT
 NON-SUPERVISORY PROFESSIONAL
 State Form 52403 (9-05)

This form will be used to evaluate the performance of professional, administrative, and technical employees who are not supervisors.

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| Employee Name | Employee ID Number/Last 4 Digits of SSN |
| Agency/Division | Business Unit |
| Class title/Class code | Review Period to |

| | | |
|----------------------------------|--|-------|
| TYPE OF EVALUATION | <input type="checkbox"/> Six (6) Month Working Test (Merit Agencies Only) | |
| <input type="checkbox"/> Annual | <input type="checkbox"/> Successfully Completed. Permanent Status Granted. Effective Date: | |
| <input type="checkbox"/> Interim | <input type="checkbox"/> Request Extension for six (6) months. Extended Due Date: | |
| <input type="checkbox"/> Other: | State Personnel Director Approval: | Date: |

A. PERFORMANCE EXPECTATIONS

| Expectation/Results (Rank in order of Importance) | Rating |
|---|--|
| Performance Expectation #1: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| Performance Expectation #2: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| Performance Expectation #3: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| Performance Expectation #4: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| Performance Expectation #5: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| Performance Expectation #6: Results: | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |

NOTE: Failure to meet expectation for any goal or objective may result in employee being placed on a Work Improvement Plan or separation, and may result in employee receiving an Overall Performance Rating of "Does Not Meet Expectation."

SECTION RATING

- Meets Expectation
- Exceeds Expectation
- Does Not Meet Expectation

B. GENERAL FACTORS

All exempt/non-supervisory employees are rated on the following general factors:

| General Factor | Expectation | Rating |
|-----------------------------|--|--|
| 1. Job Knowledge | <i>Possesses adequate knowledge skills and experience to perform the duties of the job; understands the purpose of the work unit and how position contributes to the overall mission of the agency; maintains competency in essential areas.</i> | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 2. Customer Service | <i>Demonstrates knowledge of internal and external customers; is sensitive to customer needs and expectations; responds promptly and willingly to provide information, services and/or products as needed.</i> | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 3. Teamwork | <i>Encourages and facilitates cooperation, pride, trust and group identity; fosters commitment and team spirit; works cooperatively with others to achieve goals.</i> | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 4. Adaptability/Flexibility | <i>Adapts readily to new situations and changes in the workplace; works well under pressure; learns and functions well under widely different situations and circumstances.</i> | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 5. Planning & Organizing | <i>Establishes priorities and work sequences to coordinate efforts, maintain work flow and meet deadlines; ensures sufficient functioning through smooth interface with related processes.</i> | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |

The following factors are to be completed at the agency level, based upon the competency needs for the position:

| | | |
|----|--|--|
| 6. | | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 7. | | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |
| 8. | | <input type="checkbox"/> Meets Expectation <input type="checkbox"/> Exceeds Expectation <input type="checkbox"/> Does Not Meet Expectation |

NOTE: Failure to meet expectation for any General Factor may result in employee being placed on a Work Improvement Plan or separation, and may result in employee receiving an Overall Performance Rating of "Does Not Meet Expectation."

SECTION RATING

- Meets Expectation
- Exceeds Expectation
- Does Not Meet Expectation

OVERALL PERFORMANCE RATING: Meets Expectations
 Exceeds Expectations
 Does Not Meet Expectations

COMMENTS:

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|---------------------|--------------------|--------------------------------|------|
| Evaluator signature | Reviewer signature | Appointing Authority signature | Date |
|---------------------|--------------------|--------------------------------|------|

I hereby certify that this report constitutes an accurate evaluation using my best judgment of the service performed by this employee for the review period covered.

Employee signature

I hereby certify that I have had an opportunity to review this report and understand that I am to receive a copy. I am aware that my signature does not necessarily mean I agree with the rating.

Date