

State of Connecticut Human Resources

Performance Appraisal - Administrative-Clerical

Form #:	<u>PER-12</u>	<u>26</u>
Revision	Date:	9/23/2003

Period Covered:	From To				
INITIAL PROBATIO	NARY	ANNUAL	PROMOT	IONAL	OTHER (Specify)
EMPLOYEE NAME		TITLE			DATE
DIVISION		DEPARTME	ENT		I
		INSTRU	CTIONS		
Evaluate the employee on your overall judgment of e the employee and to the ag	each quality. The c				
				LESS	FHAN GOOD
JOB ELEMENTS	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTOR
KNOWLEDGE OF WORK:					
Consider knowledge of job gained through experience, general education, specialized training	Well informed on all phases of work	Knowledge thorough enough to perform without assistance	Adequate grasp of essentials, some assistance	Requires considerable assistance	Inadequate knowledge
QUANTITY OF WORK:					
Consider the volume of work produced under normal conditions. Disregard errors.	Rapid worker unusually large volume	Turns out large volume	Average	Volume below average	Very slow worker
QUALITY OF WORK:					
Consider neatness accuracy and dependability of results regardless of volume	Exceptionally accurate	Seldom necessary to check work	Acceptable, usually neat, few errors	Often unacceptable. Frequent errors or rejections	Too many errors or rejections
ATTENDANCE					
Consider tardiness and occasions of absenteeism	Rarely late, rarely absent	Very seldom late, seldom absent	Seldom late, absent only occasionally	Frequently tardy or routinely absent	Habitually tardy or excessive absenteeism
ABILITY TO DEAL WITH PEOPLE					
Relationships with other staff and the public. Consider harmony in and outside the work unit.	Brings credit to state service through cooperative dealings with staff and public	Harmonious relationships with staff and/or public	Adequate work relationships with staff and/or public	Reluctant to cooperate with staff and/or public	Creates problems through personal interaction with staff an/or public



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OTHER ELEMENTS: Consider other elements of job performance that are not included but are job related, i.e. problem solving, supervisory ability, dependability, judgment etc.

	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTORY
		OVERALL EVA	LUATION		
EXCELLENT	Exce	llent in all elements			
VERY GOOD	No fa	No fair elements and majority of items rated very good or better			
GOOD	Most	Most elements rated good or one element rated fair			
FAIR	No u	No unsatisfactory elements 2 or more elements rated fair			
UNSATISFACTORY	One	One or more elements rated unsatisfactory			

COMMENTS (*Instructions*): Comments are encouraged on all elements of performance, but are required on only those elements rated **FAIR** OR **UNSATISFACTORY**

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	010		DATE

	SIGNATURE	TITLE	DATE
RATED BY:			
	SIGNATURE	TITLE	DATE
REVIEWED BY:			
	SIGNATURE	TITLE	DATE
APPROVED BY:			
	SIGNATURE	TITLE	DATE
EMPLOYEE:			

NOTE TO EMPLOYEE: Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement. Page 2