



State of Connecticut Human Resources
Employee Service Rating – Optional Comments Sheet
Administrative and Residual (P5) Unit

Form #: PER-127-A

New: 7/2021 INSTRUCTIONS: This is an optional form, and may be used by the rater to provide comments to an employee who has received a rating of “Good or Better” in **every** job factor on the PER-127. Any comments will be associated with one or more of the factors on the PER-127, as indicated below. Comments will be limited to this single page. Once the rater has shared the comments with the employee, the employee will have the option of attaching the comment sheet to the service rating, for inclusion in the official personnel file. The employee’s signature below shall indicate affirmative inclusion. If the employee opts not to sign the comment sheet, said sheet shall not be attached to the service rating, and, therefore, shall not be included in the employee’s official personnel file.

RATER’S COMMENTS: *QUALITY OF WORK*

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RATER’S COMMENTS: *DEPENDABILITY*

RATER’S COMMENTS: *ABILITY TO DEAL WITH PEOPLE*

RATER’S COMMENTS: *SUPERVISORY ABILITY (IF APPLICABLE)*

NOTE TO EMPLOYEE: This is an optional form, and is intended as a tool by which your supervisor may provide more detailed feedback regarding your work performance. You have three (3) business days from the date you received this form to decide whether or not you wish to have it attached to your service rating. If you wish for this form to be attached to your service rating for inclusion in your personnel file, please sign and date on the line above. If you sign this form prior to the close of the third business day following receipt, you may revoke your decision within the remaining time prior to the close of the third business day. If you **do not** wish for this form to be attached to your service rating **do not** sign below. This form will not be placed in your personnel file without your signature.

SIGNATURE OF RATER:

SIGNATURE OF EMPLOYEE:

 Name Date

 Name Date