

STATE OF CONNECTICUT

EMPLOYEE SERVICE RATING
NEHCEU, DISTRICT 1199, P-1 AND NP-6 BARGAINING UNITS
REV. 5/2017

Type of Service Rating				
<input type="checkbox"/> Initial Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Promotional <input type="checkbox"/> Other (<i>Specify</i>)				
Employee Name		Class Title		Period Covered
Division		Department		Date of Last Rating
Instructions: Evaluate the employee on the job being performed during the current rating period. Check the box in the space above the horizontal line which most closely coincides with your overall judgement on each job element. The care and accuracy with which this appraisal is made will determine its value to you, the employee and the agency. Do not create rating subcategories.				
Job Elements	Good		Less Than Good*	
	Excellent	Good	Fair	Unsatisfactory
Knowledge of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the employee's grasp of procedures, techniques and instructions necessary to perform job and the degree to which skills have been mastered.	Thorough knowledge of all aspects of work. Can perform without assistance.	Knowledgeable in most phases of work. Can perform with little or no assistance.	Marginal grasp of the essential knowledge required to perform job. Requires much instruction and guidance.	Demonstrates little or no understanding of job and is unable or unwilling to master skills required to perform job satisfactorily.
Quantity of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the volume of work produced under normal conditions and the rate of progress on assignments.	Rapid worker. Rate of progress on assignments and volume of output is consistently above average. Well organized.	Work output is at acceptable levels. Works at a steady pace. Work done timely.	Works slowly. Only occasionally is output considered average.	Very slow worker. Quantity of output is well below average of others in the same job classification. Does not utilize time effectively or efficiently.
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider the accuracy, thoroughness, and appearance of work assignments without regard to volume.	Extremely accurate worker. Consistently superior in all phases of this category.	Work is complete, well presented and accurate. Seldom needs revisions and/or corrections. Rarely repeats mistakes.	Work generally requires revisions and/or corrections. Often repeats mistakes. Repeatedly has difficulty adhering to applicable instructions.	Work is frequently incomplete or needs to be redone. Often repeats same kinds of mistakes. Work is messy in appearance and/or poorly arranged.
Cooperation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider manner of handling work relationships.	Goes out of way to cooperate.	Gets along well with associates.	Shows reluctance to cooperate.	Very poor cooperation.
Judgement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does employee think intelligently and make decisions in a logical manner.	Thinks quickly, logically outstanding.	Judgement usually logical and reliable.	Inclined to be illogical.	Poor, unreliable.
Other Elements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consider other elements of job performance which are not included above, yet are job related i.e. attendance, physical performance on job, supervisory ability, affirmative action responsibilities.**				

**Comments from the rater should be attached only in the following instances: the employee has received a "Less Than Good" rating in a job element, and/or has been disciplined during the rating period; the employee has demonstrated improvement to achieve "Good" performance in an area that was "Less Than Good" in the last service rating.*

***If comments pertaining to supervisory ability are appropriate, ability to delegate authority, to get work done through subordinates, and observance of personnel and affirmative action policies should be considered.*

Employee may add a rebuttal to the Service Rating. Refer to Article 38, Section Three of the collective bargaining agreement for directions, parameters and timeframes.

OVERALL EVALUATION OF EMPLOYEE:

<input type="checkbox"/> Excellent	Employee regularly exceeds the requirements of the position. No more than two (2) of the employee's job element ratings can be "good," the remainder must be at the level of "excellent."
<input type="checkbox"/> Good	Employee meets all position requirements and may exceed them at times. Most of the employee's ratings must be "good." A "fair" rating in one job category is still overall "good" rating, but is indicative of a performance problem that has to be corrected.
<input type="checkbox"/> Fair	Employee has occasionally failed to meet the requirements of the position through inconsistent performance. The employee must be rated "fair" in two or more job elements and have no unsatisfactory ratings.
<input type="checkbox"/> Unsatisfactory	Employee has failed to meet the requirements of the position. The employee must be rated "unsatisfactory" in one or <u>more</u> job elements.

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

The employee's annual increment will be denied unless marked improvement in the employee's performance results in an amended rating not later than two weeks prior to the increase date.

NOTE TO EMPLOYEE: Your signature confirms that you have seen the report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating.

Pursuant to Article 38 section 2 of the collective bargaining agreement, "All employees covered by this agreement shall be given copies of their completed service ratings at the time the Employee or Union Delegate signs the service rating".