

SECTION 1 - EMPLOYEE IDENTIFICATION

Employee's Name _____ Evaluation Period Ending _____
Month/Day/Year
Line Number _____
Official Job Title and Salary Grade _____ Person Number _____
Agency _____ Facility/Division _____

SECTION 2 - PERFORMANCE PROGRAM (Attach additional sheets if necessary.)

- | | |
|---|---|
| <p>A. TASKS/OBJECTIVES: List the major tasks, assignments, activities, and results to be achieved during the evaluation period.</p> <ol style="list-style-type: none">1.

2.

3.

4.

5.

6.

7. | <p>B. PERFORMANCE STANDARDS: List observable criteria for determining if objectives/tasks are fully met/performed. Criteria should be quantitative wherever possible.</p> <ol style="list-style-type: none">1.

2.

3.

4.

5.

6.

7. |
|---|---|

SECTION 3 - CERTIFICATION

We have met to discuss the objectives, tasks, assignments and activities indicated above. This performance program is the basis upon which job performance will be appraised and rated on the annual rating date. The employee has had an opportunity to submit proposed tasks and standards for consideration in the performance program.

Supervisor _____ (Signature) _____ (Date)
Employee _____ (Signature) _____ (Date)

I have attached written comments concerning the performance program. (Optional on the part of the employee.)

SECTION 4 - SIX-MONTH RECERTIFICATION

We met within one month before or after the mid-point of the rating period to discuss the employee's performance, and to reaffirm or revise the program. (If revised, revisions are attached.) If a rating were assigned today based upon service to date, I would propose that it be _____ (Supervisor fills in one of the five rating categories.) This is not a rating; therefore, it is *not* appealable.

Supervisor _____ (Signature) _____ (Date)
Employee _____ (Signature) _____ (Date)