

## State of Connecticut Human Resources

## **Employee Service Rating Maintenance & Service (NP-2) Unit**

Form # <u>PER-148</u>

Revision Date: 12/2003

						-		
						-	DATE	
TYPE OF PERFORMANCE APPRAISAL							DATE OF LAST REVIEW	1
☐ INITIAL PROBAT	ΓΙΟΝΑ	.RY 🗌 ANNU	AI □PROI	MOTIONA	AL OTHER			
EMPLOYEE NAME	1101111		EMPLOYEE		TITLE		PERIOD COVERED	
			NUMBER					
DIVISION					DEPARTMENT			
INSTRUCTIONS:	Evalu	iate the employe	e on the job (no	sition) hei	ng performed during th	e period noted al	nove Check the hox	
morkeenens.					each job element.	ie period noted at	ove. Check the box	
		1 3	3		J			
<b>DEFINITIONS:</b>		ELLENT	- Exceeds Sta				11	
	GOO	D ISFACTORY			ns, High Achiever, Stri		ellence	
	FAIR				uired Standards of Acc at, Yet is Passable	eptance		
		ATISFACTORY						
JOB ELEMENTS		EXCELLEN			SATISFACTORY	FAIR	UNSATISFACTORY	
KNOWLEDGE OF								
WORK: (Job Related	-							
What individual know	S							
through education, experience and special	I							
training.								
QUANTITY OF WO	RK:							
Volume of work produce	ed.							
QUALITY OF WOR	·K•							
Neatness, accuracy,	ux.							
frequency of errors.								
A TETEL A NOT								
<b>ATTENDANCE:</b> Tardiness, absenteeisn	0 1100							
of sick leave.	ii, use							
or sien ieuve.								
COOPERATIVENE								
Acceptance of authorit	ty,							
directives, work relationships with fello	2117							
employees, accepting	JW							
responsibility.								

COMMENTS: (Provide brief explanation of reasons for any category rating of Fair or Unsatisfactory. Relative

supportive comments for ratings are permissible. [Reference Article 9, Section Five of the

Contract1)

OVERALL RATING: A rating of "Unsatisfactory" in one (1) carating of "Less Than Good".	ategory or of "Fair" in two (2) categories shall constitute a
Check Appropriate Box	
☐ EXCELLENT☐ GOOD ☐ SATISFACTORY ☐ FAII	R UNSATISFACTORY
RATED BY:	DATE:
REVIEWED BY:	DATE:
APPROVED BY:	DATE:
EMPLOYEE:	DATE:
It does not indicate your agreement with	seen this report and discussed it with your supervisor. h or approval of the rating. [Reference: Article 9,
Section Two of the Contract].	