ANNUAL PERFORMANCE EVALUATION FORM

INSTRUCTIONS TO SUPERVISORS

AT THE START OF THE EVALUATION OF THE PERIOD Complete Sections 1 and 2 A.

Employee

AT THE MIDDLE OF THE EVALUATION PERIOD Complete Section 3

AT THE END OF THE EVALUATION PERIOD Complete 2B, 4, 5 and 6.

(Date)

SECTION 1 – EMPLOYEE IDENTIFICATION
Enter the following information

Enter the following information	i Tanananan				
Employee's Name		Agency/Facility	SUNY Cobl	leskill	
Social Security Number		Division/Section			
Title		Salary Grade	Item Number		
Evaluation Period From:		To			
Employee's Negotiating Unit:	Administrative Services	☐ Institutional Services	Operational Services	☐ DMNA	
SECTION 2 A - PERFORMANCE List the important tasks of the job a how you expect each to be perform expectations should be expressed and/or quantity where possible.	and briefly describe ned. Your	SECTION 2B - PERFORMANCE APPRAISAL Describe the employee's performance in accomplishing the tasks specified in Section 2A. Explain how the employee's performance met, exceeded or failed to meet your expectations.			
1.		1.			
2.		2.			
3.		3.			
4.		4.			
5.		5.			
I received a copy of this performa	nce program on	(Date)			
Employee:(Initials)		ditional abouts if passesses	Α		
	· · · · · · · · · · · · · · · · · · ·	ditional sheets, if necessary	/)		
SECTION 3 – SIX-MONTH RECE	ERTIFICATION (OPTION)	AL)			
We met within one month before performance, and to reaffirm or reand revisions are attached). If a Satisfactory Unsatisfactory Supervisor	evise the performance pro- rating were assigned toda	gram (If revised, changes h	ave been reviewed and ap te, I would propose that it b		
	(Signati	ure)	(Date)		

(Signature)

Com atten	ment on oth		performance (such as skills, behavion mployee's performance or the per		
Prepa	ared by	(Print or type Name)	(Signature)		Date)
		(Finit of type Name)	(Signature)		
Chec	k the rating	ERFORMANCE RATING g which best summarizes the er ntion and justification.	mployee's performance. A rating of	"Unsatisfactory" must be sup	ported by
	acceptably expectatio	y. It is the expected and usual loons as specified in the performan	ry which covers a wide range of emp evel of performance. The employee nce program for all tasks and perform xpected from an employee in order for	generally meets performance ns in a good, competent mann	er.
	yet there re expectation the superv	may be areas of performance whons for certain tasks or assignment	e characterized as meeting minimal phich should be improved. The emploents, but some assignments may requee's performance clearly shows that should be considered.	byee may meet performance juire extra follow-up and directi	ion by
	time the e	employee has been in the job	ide range of performance, supervisas appropriate (i.e., employees in the to the length of time and/or expe	the same job title may be pe	
	even at a necessary critical ass performan as an emp must file a procedura	minimally acceptable level. The to avoid assigning normal tasks signments in a timely and effectince. Appeal Rights: Only rating bloyee's performance program, an appeal within 15 calendar da	arly does not meet performance experted	direction, or the supervisor finannot be relied upon to carry of ediate and significant improver alable. Disputes concerning is are not subject to appeal. EmpCTORY rating. Appeals forms	ds it ut ment in sues such bloyees and
		EVIEW AND APPROVAL s rating is not final until it is re	eviewed and approved.		
Appr	oved by		_		(-
l met	t with my s ussed it wi		(Signature) scuss my work performance. I have does not necessarily signify the follow (optional):		(Date)
		/Cianatiu	ro)	/Data\	DD0 4/4/00
		(Signatui	1 <i>5)</i>	(Date)	DDS-4 (4/94)