

INSTRUCTIONS TO SUPERVISORS

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

**AT THE MIDDLE OF THE
EVALUATION PERIOD**
Complete Section 3

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

SECTION 1 – EMPLOYEE IDENTIFICATION
Enter the following information.

Employee's Name _____ Agency/Facility _____ SUNY Cobleskill _____
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 PROGRAM
List the important tasks of the job and briefly describe how you expect each to be performed. Your expectations should be expressed in terms of quality and/or quantity where possible.

- 1.
- 2.
- 3.
- 4.
- 5.

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.
- 2.
- 3.
- 4.
- 5.

I received a copy of this performance program on _____
(Date)

Employee: _____
(Initials)

(Attach additional sheets, if necessary)

SECTION 3 – SIX-MONTH RECERTIFICATION (OPTIONAL)

We met within one month before or after the approximate midpoint of the rating period to discuss the employee's performance, and to reaffirm or revise the performance program (If revised, changes have been reviewed and approved, and revisions are attached). If a rating were assigned today based upon service to date, I would propose that it be

Satisfactory Unsatisfactory (check one). This is not a rating; therefore, it is not appealable.

Supervisor

(Signature)

(Date)

Employee

(Signature)

(Date)

