

INSTRUCTIONS TO SUPERVISORS

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

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

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

SECTION 1 – EMPLOYEE IDENTIFICATION
Enter the following information.

Employee's Name _____ Agency/Facility _____

Division/Section _____

Title _____ Salary Grade _____ Item Number _____

Evaluation Period From: _____ To: _____

Employee's Negotiating Unit: ___ Administrative Services ___ Institutional Services ___ Operational Services ___ DMNA

expectations should be exp
and/or quantity where poss

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

Supervisor _____
(Signature) _____ (Date) _____

Employee _____
(Signature) _____ (Date) _____

SECTION 4 – SUPERVISOR’S COMMENTS

Comment on other aspects of the employee’s performance (such as skills, behaviors, personal characteristics and time and attendance patterns) which have affected the employee’s performance or the performance of other employees. Suggest ways in which performance can be improved.

Prepared by _____ (Print or Type Name) _____ (Signature) _____ (Date)

SECTION 5 – PERFORMANCE RATING

Check the rating that best summarizes the employee’s performance. A rating of “Unsatisfactory” must be supported by specific explanation and justification.

SATISFACTORY: This is a broad category that covers a wide range of employees, all of whom are performing acceptably. It is the expected and usual level of performance. The e.695 Tw 6716 BDC acceptaef re18Tanc19.350 AM1 AM1 9el of