



State of Connecticut Human Resources
Employee Service Rating
Maintenance & Service (NP-2) Unit

Form # PER-148

Revision Date: 12/2003

TYPE OF PERFORMANCE APPRAISAL				DATE
				DATE OF LAST REVIEW
INITIAL PROBATIONARY	ANNUAL	PROMOTIONAL	OTHER	
EMPLOYEE NAME	EMPLOYEE NUMBER	TITLE		PERIOD COVERED
DIVISION			DEPARTMENT	

INSTRUCTIONS: Evaluate the employee on the job (position) being performed during the period noted above. Check the box which represents your objective evaluation of each job element.

DEFINITIONS:

EXCELLENT	- Exceeds Standards Consistently
GOOD	- Meets All Expectations, High Achiever, Strives Towards Excellence
SATISFACTORY	- Meets Minimum Required Standards of Acceptance
FAIR	- Requires improvement, Yet is Passable
UNSATISFACTORY	- Below Acceptable Standards

JOB ELEMENTS	EXCELLENT	GOOD	SATISFACTORY	FAIR	UNSATISFACTORY
KNOWLEDGE OF WORK: (Job Related) What individual knows through education, experience and special training.					
QUANTITY OF WORK: Volume of work produced.					
QUALITY OF WORK: Neatness, accuracy, frequency of errors.					
ATTENDANCE: Tardiness, absenteeism, use of sick leave.					
COOPERATIVENESS: Acceptance of authority, directives, work relationships with fellow employees, accepting 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 Contract])

OVERALL RATING: A rating of “Unsatisfactory” in one (1) category or of “Fair” in two (2) categories shall constitute a rating of “Less Than Good”.

Check Appropriate Box

EXCELLENT GOOD SATISFACTORY FAIR UNSATISFACTORY

RATED BY:	DATE:
REVIEWED BY:	DATE:
APPROVED BY:	DATE:
EMPLOYEE:	DATE:

NOTE TO EMPLOYEE: Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. [Reference: Article 9, Section Two of the Contract].

NOTE TO SUPERVISOR: Ensure that the employee receives a copy of this service rating at the time of signing.