



State of Connecticut Human Resources
Performance Appraisal - Administrative-Clerical

Form #: PER-126

Revision Date: 9/23/2003

Period Covered: *From* *To*

INITIAL PROBATIONARY

ANNUAL

PROMOTIONAL

OTHER (*Specify*)

EMPLOYEE NAME	TITLE	DATE
DIVISION	DEPARTMENT	

INSTRUCTIONS

Evaluate the employee on the job now being performed. Check the box above the horizontal line that most nearly coincides with your overall judgment of each quality. The care and accuracy with which this appraisal is made will determine its value to you, to the employee and to the agency.

JOB ELEMENTS	EXCELLENT	VERY GOOD	GOOD	LESS THAN GOOD	
				FAIR	UNSATISFACTORY
KNOWLEDGE OF WORK: Consider knowledge of job gained through experience, general education, specialized training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Well informed on all phases of work	Knowledge thorough enough to perform without assistance	Adequate grasp of essentials, some assistance	Requires considerable assistance	Inadequate knowledge
QUANTITY OF WORK: Consider the volume of work produced under normal conditions. Disregard errors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rapid worker unusually large volume	Turns out large volume	Average	Volume below average	Very slow worker
QUALITY OF WORK: Consider neatness accuracy and dependability of results regardless of volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Exceptionally accurate	Seldom necessary to check work	Acceptable, usually neat, few errors	Often unacceptable. Frequent errors or rejections	Too many errors or rejections
ATTENDANCE Consider tardiness and occasions of absenteeism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Rarely late, rarely absent	Very seldom late, seldom absent	Seldom late, absent only occasionally	Frequently tardy or routinely absent	Habitually tardy or excessive absenteeism
ABILITY TO DEAL WITH PEOPLE Relationships with other staff and the public. Consider harmony in and outside the work unit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Brings credit to state service through cooperative dealings with staff and public	Harmonious relationships with staff and/or public	Adequate work relationships with staff and/or public	Reluctant to cooperate with staff and/or public	Creates problems through personal interaction with staff an/or public



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OTHER ELEMENTS: Consider other elements of job performance that are not included but are job related, i.e. problem solving, supervisory ability, dependability, judgment etc.

	EXCELLENT	VERY GOOD	GOOD	FAIR	UNSATISFACTORY

OVERALL EVALUATION

EXCELLENT	<input type="checkbox"/>	Excellent in all elements
VERY GOOD	<input type="checkbox"/>	No fair elements and majority of items rated very good or better
GOOD	<input type="checkbox"/>	Most elements rated good or one element rated fair
FAIR	<input type="checkbox"/>	No unsatisfactory elements 2 or more elements rated fair
UNSATISFACTORY	<input type="checkbox"/>	One or more elements rated unsatisfactory

COMMENTS (Instructions): Comments are encouraged on all elements of performance, but are required on only those elements rated **FAIR OR UNSATISFACTORY**

RATED BY:	SIGNATURE	TITLE	DATE
REVIEWED BY:	SIGNATURE	TITLE	DATE
APPROVED BY:	SIGNATURE	TITLE	DATE
EMPLOYEE:	SIGNATURE	TITLE	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.