



Performance Assessment Review (PAR) Employee Form

Employee Name:	Title:	Rating Period:
Z#:	Div./Office	

Section 1 – Job Expectations (continued)

Major Job Responsibilities & Essential Criteria for Success:
Job Responsibility: Essential Criteria:
Job Responsibility: Essential Criteria:
Job Responsibility: Essential Criteria:
Job Responsibility: Essential Criteria:
Job Responsibility: Essential Criteria:
Job Responsibility: Essential Criteria:



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Section 2- Performance Factors

Job Achievement Factors – These factors are directly related to the outputs of the job: Section 1 Major Goals, Job Responsibilities and Essential Criteria.		
Job Achievement Factors	Interim	Final
Goal Achievement Overall extent to which employee accomplishes established ratee goals.		
Quality of Work Overall extent to which employee thoroughly and accurately meets the quality criteria.		
Quantity of Work Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.		
Timeliness Overall extent to which employee meets specified schedules and deadlines.		
	Job Achievement Subtotal	

Job Related Factors – These global factors support the performance of the job.		
Job Related Factors	Interim	Final
Teamwork Works collaboratively in a group as a team member to accomplish stated goals.		
Job Knowledge/Skills Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledge and skills.		
Safety Ensures the maintenance a safe and secure working environment for self and others in the performance of the job functions and the delivery of services.		
Customer Service Identifies and meets customer (internal & external) needs.		



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Section 2- Performance Factors (continued)

Job Related Factors – These global factors support the performance of the job.		
Job Related Factors	Interim	Final
Communication Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure.		
Communication, Written Effective expression of ideas or concepts, utilizing appropriate grammar, organization and structure.		
Communication, Oral Effective expression of ideas, concepts, or directions in individual or group situations, using supporting gestures, voice level, voice tone, and organization of materials.		
Interpersonal Skills Uses interpersonal skills to take charge, direct, motivate or coordinate activities to achieve results and follow up.		
Problem Solving Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.		
Conscientiousness Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.		
Flexibility Adapts behavior and work methods in response to changing conditions, new information, emergency situations and/or shifting priorities.		
Creative Thinking Uses imagination to combine ideas or information in new ways.		
Self Management Sets well-defined and realistic courses of action to accomplish tasks or objectives; monitors own progress in order to achieve goals.		
	Job Related Subtotal	



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Section 3- Rating Computation

<i>Computation</i>		
Performance Factors	Interim Evaluation	Final Evaluation
Job Achievement Factors Subtotal		
Job Related Factors Subtotal		
Grand Total Points		

<i>Conversion to Overall Rating</i>		
1 – Unsatisfactory (17 – 31 Points), 2 – Commendable (32 – 41 Points), 3 – Exceptional (42 – 51 Points)		
	Interim Evaluation Rating	Final Evaluation Rating
Overall Rating		



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Section 4 – Justification Sheet & Development Plan – Interim Evaluation

Justification for Interim Evaluation:	Overall Interim Evaluation Points =
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Interim Development Plan

Specific Area(s) Identified for Development	Specific Action(s) to be Taken by Ratee

<p>I have reviewed Sections 1, 2, 3 and 4 of this package and have had a face-to-face meeting with my supervisor to discuss the Interim Rating, Justification and Development Plan. This meeting was held on</p> <p>_____ (Date).</p> <p>My signature indicates that I have been advised of these PAR elements.</p> <p>Ratee: _____</p> <p>Date: _____</p> <p>I _____ Agree _____ Disagree with the Interim Rating. I _____ Agree _____ Disagree with the Justification. - I _____ Agree _____ Disagree with the Development Plan.</p>	<p>Ratee Comments:</p> <p style="text-align: center; margin-top: 20px;"><i>(Use Additional Sheets as Necessary)</i></p>
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<p>My signature indicates that the Ratee’s positions have been noted.</p> <p>Rater: _____</p> <p>Date: _____</p>	<p>My signature indicates that the Ratee’s positions have been noted.</p> <p>Reviewer: _____</p> <p>Date: _____</p>
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Section 5 – Justification Sheet & Development Plan – Final Evaluation

Justification for Final Evaluation:	<i>Overall Final Evaluation Points =</i> <input style="width: 50px; height: 30px; border: 2px solid black;" type="text"/>
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Final Development Plan	
Specific Area(s) Identified for Development	Specific Action(s) to be Taken by Ratee

<p>I have reviewed Sections 1, 2, 3 and 5 of this package and have had a face-to-face meeting with my supervisor to discuss the Final Rating, Justification and Development Plan. This meeting was held on</p> <p>_____ <i>(Date)</i>.</p> <p>My signature indicates that I have been advised of these PAR elements.</p> <p>Ratee: _____</p> <p>Date: _____</p> <p>I _____ Agree _____ Disagree with the Final Rating. I _____ Agree _____ Disagree with the Justification. - I _____ Agree _____ Disagree with the Development Plan.</p>	<p>Ratee Comments:</p> <p style="text-align: center;"><i>(Use Additional Sheets as Necessary)</i></p>
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<p>My signature indicates that the Ratee’s positions have been noted.</p> <p>Rater: _____</p> <p>Date: _____</p>	<p>My signature indicates that the Ratee’s positions have been noted.</p> <p>Reviewer: _____</p> <p>Date: _____</p>
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Section 6 – Significant Performance Events fact Sheet

Description of Significant Performance Event	Rater Comments/Recommended Action		
	Ratee Initials	Rater Initials	Date
Description of Significant Performance Event	Rater Comments/Recommended Action		
	Ratee Initials	Rater Initials	Date
Description of Significant Performance Event	Rater Comments/Recommended Action		
	Ratee Initials	Rater Initials	Date

Ratee Comments:

(Use Additional Sheets as Necessary)