





# Performance Assessment Review (PAR) Supervisor Form

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

## Section 1 – Job Expectations (continued)

Major Job Responsibilities & Essential Criteria for Success:
<b>Job Responsibility:</b>  <b>Essential Criteria:</b>
<b>Job Responsibility:</b>  <b>Essential Criteria:</b>
<b>Job Responsibility:</b>  <b>Essential Criteria:</b>
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### Section 2- Performance Factors

<b>Job Achievement Factors</b> – 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
<b>Goal Achievement</b> Overall extent to which employee accomplishes established ratee goals.		
<b>Quality of Work</b> Overall extent to which employee thoroughly and accurately meets the quality criteria.		
<b>Quantity of Work</b> Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.		
<b>Timeliness</b> Overall extent to which employee meets specified schedules and deadlines.		
	<b>Job Achievement Subtotal</b>	

<b>Job Related Factors</b> – These global factors support the performance of the job.		
Job Related Factors	Interim	Final
<b>Leadership</b> Influencing individual and/or groups toward desired behaviors and results by accepting suitable leadership styles, using interpersonal skills and influencing organizational values and systems.		
<b>Team Building</b> Creation of unity of purpose through development of a shared vision and shared objectives; and through appropriate delegation and shared accountability for results.		
<b>Manages Human Resources</b> Sets performance expectations; provides feedback; develops employees; promotes cooperation and teamwork; appraises employee performance; identifies employees’ needs and works with them to improve; encourages adherence to core values.		
<b>Managing Resources</b> Identifies all physical plant, material, vendor and staff resources required to complete operational projects; uses allocated resources effectively and efficiently. Regarding staff, sets performance expectations; appraises employee performance; provides feedback; develops employees; promotes cooperation and teamwork; identifies employees’ needs and works with them to improve; encourages adherence to core values.		



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### Section 2- Performance Factors (continued)

<b>Job Related Factors</b> – These global factors support the performance of the job.		
<b>Job Related Factors</b>	<b>Interim</b>	<b>Final</b>
<b>Internal Controls</b> Assures controls are developed and maintained to protect the integrity of the organization’s resources and assets from fraud, waste, abuse, and mismanagement, including the development of appropriate policies and procedures. From a financial/ accounting/ auditing/ management perspective, provides “reasonable assurance” that an organization’s objectives will be achieved.		
<b>Planning, Organizing and Evaluating</b> Determines objectives and strategies; coordinates with other parts of the organization to accomplish goals; monitors and evaluates the progress and outcomes of operational plans; anticipates potential threat or opportunities to achievement of objectives and strategies.		
<b>Project Management</b> Organizes tasks and people in order to achieve specific project objectives.		
<b>Job Knowledge/Skills</b> Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledge and skills.		
<b>Managing/Valuing Diversity</b> Builds, maintains, and/or contributes to a work environment that is fair, equitable, inclusive and cooperative in valuing individual differences such as culture, race, ethnicity, religion, gender, sexual orientation, physical attributes, lifestyles, interests, values or other differences.		
<b>Safety</b> 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.		
<b>Customer Service</b> Identifies and meets customer (internal & external) needs.		
<b>Communication</b> 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.		
<b>Communication, Written</b> Effective expression of ideas or concepts, utilizing appropriate grammar, organization and structure.		
<b>Communication, Oral</b> Effective expression of ideas, concepts, or directions in individual or group situations, using supporting gestures, voice level, voice tone, and organization of materials.		



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### Section 2- Performance Factors (continued)

<b>Job Related Factors</b> – These global factors support the performance of the job.		
Job Related Factors	Interim	Final
<b>Interpersonal Skills</b> Uses interpersonal skills to take charge, direct, motivate or coordinate activities to achieve results and follow up.		
<b>Problem Solving</b> 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.		
<b>Conscientiousness</b> Displays a high level of effort and commitment towards performing work; demonstrates responsible behavior.		
<b>Decisiveness</b> Readiness to make decisions, render judgment, and take actions based upon logical analysis of alternatives, evaluations of risks and benefits, and priority setting.		
<b>Flexibility</b> Adapts behavior and work methods in response to changing conditions, new information, emergency situations and/or shifting priorities.		
<b>Creative Thinking</b> Uses imagination to combine ideas or information in new ways.		
<b>Vision</b> Develops a broad, long-term view of an issue / challenge / problem and recommends/creates a strategy for future change. Takes the organization out of its normal operating domain by creating an environment that discovers and optimizes future opportunities. Uses similarities between current and prior trends/situations to successfully deal with future events.		
<b>Self Management</b> Sets well-defined and realistic courses of action to accomplish tasks or objectives; monitors own progress in order to achieve goals.		
	<b>Job Achievement Subtotal</b>	



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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		
<b>Grand Total Points</b>		

<i>Conversion to Overall Rating</i>		
1 – Unsatisfactory (26 – 47 Points), 2 – Commendable (48 – 62 Points), 3 – Exceptional (63 – 78 Points)		
<b>Overall Rating</b>	Interim Evaluation Rating	Final Evaluation Rating



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## Section 4 – Justification Sheet & Development Plan – Interim Evaluation

<b>Justification for Interim Evaluation:</b>	<i>Overall Interim Evaluation Points =</i> <span style="border: 1px solid black; display: inline-block; width: 40px; height: 25px; vertical-align: middle;"></span>
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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. <b>This meeting was held on</b></p> <p>_____ <i>(Date)</i>.</p> <p>My signature indicates that I have been advised of these PAR elements.</p> <p><b>Ratee:</b> _____</p> <p><b>Date:</b> _____</p> <p>I _____ Agree _____ Disagree with the Interim Rating.  I _____ Agree _____ Disagree with the Justification. -  I _____ Agree _____ Disagree with the Development Plan.</p>	<p><b>Ratee Comments:</b></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><b>Rater:</b> _____</p> <p><b>Date:</b> _____</p>	<p>My signature indicates that the Ratee’s positions have been noted.</p> <p><b>Reviewer:</b> _____</p> <p><b>Date:</b> _____</p>
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### Section 5 – Justification Sheet & Development Plan – Final Evaluation

<b>Justification for Final Evaluation:</b>	<i>Overall Final Evaluation Points =</i> <input style="width: 40px; height: 25px; border: 1px solid black;" type="text"/>
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<b>Final Development Plan</b>	
<b>Specific Area(s) Identified for Development</b>	<b>Specific Action(s) to be Taken by Ratee</b>

<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. <b>This meeting was held on</b></p> <p>_____ <i>(Date)</i>.</p> <p>My signature indicates that I have been advised of these PAR elements.</p> <p><b>Ratee:</b> _____</p> <p><b>Date:</b> _____</p> <p>I _____ Agree _____ Disagree with the Final Rating.          I _____ Agree _____ Disagree with the Justification. -          I _____ Agree _____ Disagree with the Development Plan.</p>	<p><b>Ratee Comments:</b></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><b>Rater:</b> _____</p> <p><b>Date:</b> _____</p>	<p>My signature indicates that the Ratee's positions have been noted.</p> <p><b>Reviewer:</b> _____</p> <p><b>Date:</b> _____</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)