

Classified Performance Appraisal Form

☐ 55th Day Probationary Appraisal☐ 85th Day Probationary Appraisal

☐ Permanent Performance Appraisal

The evaluator shall indicate the appropriate rating for each criteria. *Ratings of 2 or 3 in any criteria **must** be supported in the comments section or as an attachment; however, comments are encouraged in all areas.*

3-Needs Improvement

1-N/A

Comments:

OVERALL UNIT MEMBER RATING SUMMARY

- ☐ Performance meets or exceeds standards
☐ Performance needs improvement
☐ Performance unsatisfactory
-

EMPLOYMENT RECOMMENDATION:**FOR PERMANENT UNIT MEMBER ONLY**

- ☐ Continue in current position
☐ May continue on condition (If checked, an Improvement Plan is to be developed)

FOR PROBATIONARY UNIT MEMBER ONLY

- | | |
|--|---|
| <input type="checkbox"/> Continue in probationary status for 85th Day appraisal | <input type="checkbox"/> Recommend Permanent Status |
| <input type="checkbox"/> Do not recommend for continued probationary status | <input type="checkbox"/> Do not recommend Permanent Status |
-

COMMENTS BY EVALUATOR:

Commendations:

Recommendations:

Comments by Unit Member:

_____/

Signature of Evaluator

_____/

Date

_____/

Signature of Unit Member

_____/

Date

The unit member's signature signifies awareness of content, not necessarily agreement. The unit member has the right to submit to the Human Resources Department a written response within ten (10) days which will be included with this evaluation and placed in the personnel file.