

YAP STATE GOVERNMENT
OFFICE OF THE ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL

YP-PERS-002A
(Revised: 02/02/2015)

EMPLOYEE PERFORMANCE REPORT

Employee Name: _____

Social Security #: _____

Title/Position: _____

Division: _____

Evaluation Period: From _____ to _____.

Department: _____

Instructions:

All sections of this performance rating form must be completed by the immediate supervisor. The review shall be discussed with and approved by the Department's head. Supervisor must discuss the complete performance evaluation with the employee. Employees who believe their ratings are unjust can file for a review under the Grievance Procedure. Once the review has been discussed and signed by the employee, **provide a copy to the employee, retain a copy for departmental files, and forward the original to the Division of Personnel. Additional comments and/or standards of performance may be attached with this performance rating if important requirements of job are not adequately covered under this form.**

Annual Rating:

All government departments/agencies shall conduct employee performance rating annually to (a) ensure performance standards are met; (b) update the employee's position description (if necessary); (c) enhance communications; and (d) convey the supervisor's performance expectations for the coming year. Written performance rating shall be conducted on employee's service anniversary dates and submitted to the Division of Personnel no later than the end of the pay period proceeding the service anniversary date.

Categories of Rating:

Performance ratings are categorized as "Less than Satisfactory", "Satisfactory", and "Exceptional". Ratings of "Less than Satisfactory" and "Exceptional" must be accompanied by a written statement giving full explanation of such rating. Employees rated "Less than Satisfactory" must be counseled and warned that lack of improvement may result in an adverse action.

YAP STATE GOVERNMENT
OFFICE OF THE ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL

YP-PERS-002A
(Revised: 02/02/2015)

Performance Item	Rating Elements	Comments
<p>1. Time and Attendance-degree to which employee is consistent and reliable to be at work station as expected.</p> <p>Consider: present at work and on time, timely attendance at meetings & other work obligations; Absences are properly scheduled & reported.</p>	<p><input type="checkbox"/> Less than Satisfactory --Frequent unexcused lateness or absence from work. Very poor attendance record.</p> <p><input type="checkbox"/> Satisfactory –Satisfactory attendance record. Rarely late or absent with arranged leave time in advance with supervisor. Demonstrates reliability in being available for work.</p> <p><input type="checkbox"/> Exceptional – Extremely conscientious. Absent only when unavoidable. Arranged leave time with supervisor and complete work in advance.</p>	
<p>2. Volume of Work -degree to which quantity of work turned out meets requirements.</p> <p>Note: consider volume of work performed and assignment completed relative to job requirement.</p>	<p><input type="checkbox"/> Less than Satisfactory --Output of work is below standards and does only enough to get by.</p> <p><input type="checkbox"/> Satisfactory-- Produce expected amount of work and occasionally exceeds expectations.</p> <p><input type="checkbox"/> Exceptional- Can be depended upon to frequently produce exceptional quantity of work.</p>	
<p>3. Quality of Work-degree to which quality of the work meets requirements.</p> <p>Note: consider performance of work in terms of neatness, accuracy, and thoroughness.</p>	<p><input type="checkbox"/> Less than Satisfactory --Below acceptable standards. Work needs to be frequently checked and corrected. Requires frequent instruction in several basic elements of the job.</p> <p><input type="checkbox"/> Satisfactory—Work sufficiently organized to complete job assignments and duties as expected. Allows sufficient time for completion of assignments and requires minimal instructions on the job.</p> <p><input type="checkbox"/> Exceptional—Highly organized and efficient worker. Employee organizes his or her work activities to operate harmoniously with the work of others to achieve the best possible results for all. Understand all aspects of the job.</p>	

YAP STATE GOVERNMENT
OFFICE OF THE ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL

YP-PERS-002A
(Revised: 02/02/2015)

<p>4 Work Habits-degree to which employee organized tasks to ensure timely completion of quality work.</p> <p>Consider: Organization of work; observance of rules and procedures; observance of safety rules; cooperation and tact; conduct on the job and; dependability.</p>	<p><input type="checkbox"/> Less than Satisfactory –Need frequent direct supervision; usually uncooperative and has trouble retaining procedures. Frequently unorganized and work area in disarray.</p> <p><input type="checkbox"/> Satisfactory – Precise in organizing work. Seldom needs supervision once assignment is given. Cooperate well with others. An able and dependable worker.</p> <p><input type="checkbox"/> Exceptional-- Extremely dependable and trustworthy. Plans and organizes work, coordinates with others, establishes appropriate priorities. Always performs as expected.</p>	
<p>5. Work Attitude-degree to which employee applies himself to the job.</p> <p>Consider: employee's ability to act on own responsibility to accomplish needed work.</p>	<p><input type="checkbox"/> Less than Satisfactory -- Does not respond well to increase workload and resists taking on responsibilities beyond the scope of normal work duties.</p> <p><input type="checkbox"/> Satisfactory-- Completes work with little supervision and works effectively with others. Highly organized and efficient worker.</p> <p><input type="checkbox"/> Exceptional -- Resourcefulness in contributing to, or implementing improvements in units as appropriate. Is enthusiastic in learning new methods or skills.</p>	
<p>6. Supervisory Skills-degree to which supervisor obtains results from those under his supervision.</p> <p>Consider: effectiveness in directing and reviewing the work of others, establishing standards of performance, training subordinates and delegating authority.</p>	<p><input type="checkbox"/> Less than Satisfactory – Does not established clear standards for quality or productivity with subordinates. Does not define tasks clearly and has no consistent method of assigning responsibility to those under supervision.</p> <p><input type="checkbox"/> Satisfactory –Communicates clearly and concisely expectations, assignments, and instructions. Effectively delegate responsibility and authority to staff in order to promote productivity so objectives are reached.</p> <p><input type="checkbox"/> Exceptional-- Fosters the learning and development of others through coaching, managing performance, and mentoring. Demonstrates the ability to plan, utilize resources (e.g., time, money, facilities, materials, equipment, employees' skills, etc.) to accomplish objectives.</p>	

YAP STATE GOVERNMENT
OFFICE OF THE ADMINISTRATIVE SERVICES
DIVISION OF PERSONNEL

YP-PERS-002A
(Revised: 02/02/2015)

Evaluation Summary:

- Less than Satisfactory – Employee performance does not always meet standards or expectations. Employee requires a disproportionate amount of supervision. Demonstrates lack of adequate job knowledge and requisite job competencies after sufficient time and training have been received.

- Satisfactory – Employee fully meets requirements and expectations. Employee requires a normal degree of supervision. Requisite job competencies and knowledge are demonstrated. Performance is solid and demonstrates a competent level of skill. Employee's contribution to the success of the team is significant.

- Exceptional – Performance fully meets and often exceeds requirements and expectations. Performance is strong and demonstrates a high level of skill and job competency. Employee requires minimum supervision

Signature of Supervisor

Date

Employee's Testament: The contents of this performance rating has been reviewed and discussed with employee. Employee has been advised of their performance and have: Agree with the performance rating. Disagree with the performance rating.

Signature of Employee

Date

Signature of Director

Date