

EMPLOYEE PERFORMANCE REVIEW[EPR Factor Links](#)

GENERAL INFORMATION	TYPE REPORT		☐ PROBATIONARY (CA/NCS action covered)	☐ INTERIM	☐ ANNUAL
			☐ PROBATIONARY (CA non action covered)	☐ INTERIM (6 months NCA/NUC/NMS)	
EMPLOYEE NAME	AGENCY		EMPLOYEE NUMBER		
CLASS TITLE	☐ SUPERVISOR	☐ NON-SUPERVISOR		STATUS ☐ CIVIL SERVICE ☐ NCS ☐ SMS	
ORGANIZATION	RATING PERIOD		FROM TO		
SUPERVISOR NAME	SUPERVISOR POSITION NUMBER				
GENERAL INSTRUCTIONS					
☐ <i>Verify/complete General Information.</i> Indicate whether employee is a supervisor or non-supervisor. ☐ <i>Review with the employee the employee's job description, job standards (expectations/objectives/duties) for the rating cycle to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the rating cycle.</i> (On-Line Position Description Application) ☐ <i>Base the appraisal on the employee's performance during the entire review period, not isolated incidents or performance prior to the current review period. Obtain/review necessary input and supporting data.</i> ☐ <i>Rate each factor in relation to the standards established and the guidelines listed on the form for each rating.</i> ☐ <i>Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. Each factor need not be of equal weight but comments should justify significant differences impacting on the overall rating.</i> ☐ <i>Assess employee strengths and identify opportunities where the employee could improve or requires additional knowledge or skill. Include projected development needs to meet anticipated assignments during the next rating period. Obtain employee input regarding their training needs. When rating employees, consider their participation and willingness to participate in employee development opportunities.</i> ☐ <i>The comments section should be used to: support performance ratings, indicate problem areas and provide guidance to employees on how to improve performance. Comments MUST be provided for outstanding, needs improvement, and unsatisfactory ratings, and are highly recommended for all other ratings. Supervisor, reviewing officer, and employee comments are to be relevant and job related. (Additional comments for any section should be placed on Page 3 of this form (if completing the form electronically or by attaching additional 8 1/2 by 11 paper in similar format.)</i> ☐ <i>Discuss/obtain comments and signature/date of reviewing officer before discussion with employee.</i> ☐ <i>Sign/date the form, meet with employee to discuss the rating, and obtain the employee's signature/date/comments. Arrange for reviewing officer discussion if requested.</i> ☐ <i>Update with the employee job description, essential job functions, and performance standards/objectives for the next rating cycle.</i>					
COMMUNICATION OF PERFORMANCE STANDARDS					
Indicate when you conveyed job standards to the employee and when progress review(s) was conducted:					
1. Performance standards (objectives, duties, expectations, etc.) for this rating period were conveyed to employee on _____ date(s)					
2. Progress Review(s) was conducted on _____ (at least one during rating cycle) date(s)					