

Type of Report: ~~Probation~~ or improvement when rating factors are either "Partially Meets Expectations" or "Does Not Meet Expectations." Attach additional sheets if needed. Add the ratings below to determine overall rating using the "Overall Rating" for Scoring Overall Rating."

1. Accuracy and Quality of Work	Rating:
2. Attendance/Punctuality	Rating:

3. Communication EXPECTATIONS: Performance that exceeds the requirements of the

4. Initiative	Rating:
5. Judg Hment and Decision Making	Rating:

6. Organizational

For Supervisory MPP Positions 2 1 / <, complete numbers 8, 9, and 10

8.	Supervision of Staff (delegation of work, performance appraisals)	Rating:
9.	Motivates, Trains and Encourages Employee Development	Rating:
10.	Promotes Good Employee Relations. Establishes and Maintains Acceptable Employee Standards of Conduct. Counsels and Documents Actions as Appropriate	Rating:

GUIDELINES FOR SCORING OVERALL RATING FOR SUPERVISORS:

- 25-30 = Exceeds Expectations
- 17-24 = Meets Expectations
- 13-16 = Partially Meets Expectations
- 0-12 = Does Not Meet Expectations

OVERALL RATING: _____ (total numerical ratings for all areas of evaluation)

B. List Knowledge, Skills, Behaviors Requiring Improvement, if applicable (include timeframes and criteria)