

CSEA PERFORMANCE APPRAISAL
Human Resources & Equal Employment Opportunity

& + (& . 2 1 (

6. WORK HABITS
&RQVLGHU KRZ WKH
HPSOR\HH
D HIIHFWLYHO\
RUJDQLJHV ZRUN
E XVHV JRRG
MXGJPHQW LQ
DQDO\JLQJ ZRUN
VLWXDWLRQV
F IROORZV SROLFLHV
DQG SURFHGXUHV
G XVHV VDIH ZRUN
SURFMGXUH
H XVHV DQG FDUHV IRU
HTXLSPHQW DQG

Plan of Assistance for NEXT REVIEW PERIOD

This page is to be completed jointly by the employee and immediate supervisor. A Statement of Plan of Improvement is required for all employees who receive at least one #1 or #2 ratings on the Performance Appraisal. The plan must contain very specific requirements for the employee to complete, timelines for their achievement, assistance supervisor will provide, and scheduled progress checks at least every three months. Additional pages may be used.

Employee Name: _____ Classification/Position: _____

Performance objectives and plans for achieving objectives should be based on discussion of performance appraisal and supervisor's expectations for the next review period.

PERFORMANCE OBJECTIVES -- Goals for further improvements in job performance during the next evaluation period in order to meet or exceed standards for employee present job or to develop employee skills.	PLANS FOR ACHIEVING OBJECTIVES - Specific methods by which the employee will work toward accomplishing his/her performance objectives.	METHODS BY WHICH THE SUPERVISOR WILL ASSIST THE EMPLOYEE

FOR FINAL PROBATIONARY REPORTS ONLY

I recommend the employee be granted permanent status YES ... NO ...

Immediate Supervisor's Signature: _____

Date: _____

Discussed with employee on: _____

Date: _____