

PERFORMANCE APPRAISAL

For Employees in Classified Information Technology Positions

Represented by the Oregon Public Employees Union

**SECTION ONE: EMPLOYEE INFORMATION**

EMPLOYEE NAME: DEPARTMENT: CLASSIFICATION TITLE:

CLASSIFICATION NUMBER:

COMPETENCY LEVEL: Level One

Level Two

Level Three

POSITION NUMBER:

EVALUATION PERIOD: Beginning Date: Ending Date: SALARY ELIGIBILITY DATE (enter date):

SALARY: At or Below Control Point Above Control Point

RATING: Trial Service Annual

Special Merit

**SECTION TWO: COMPETENCIES**

**TECHNICAL KNOWLEDGE Performance Standard**:

**Rating:** (Check one)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**WORK COORDINATION**

**Performance Standard**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**PROBLEM SOLVING/PREVENTION Performance Standard**: **Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**COMMUNICATION & SERVICE Performance Standard**: **Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**ACCOUNTABILITY Performance Standard**: **Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**SECTION THREE: PERFORMANCE OBJECTIVES – Past Appraisal Period**

**OBJECTIVE #1**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**Results**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**OBJECTIVE #2**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**Results**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**OBJECTIVE #3**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**Results**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments:**

**OBJECTIVE #4**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**Results**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**COMMENTS**:

**OBJECTIVE #5**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**Results**:

**Rating:** (Check One)

Consistently Exceeds Standards Meets Standards Deficient

**Comments**:

**DISCUSSION OF HOW WORK WAS PERFORMED**:

**UNPLANNED ACCOMPLISHMENTS**:

**SECTION FOUR: PERFORMANCE OBJECTIVES - Next Appraisal Period**

**OBJECTIVE #1**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**OBJECTIVE #2**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**OBJECTIVE #3**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**OBJECTIVE #4**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**OBJECTIVE #5**:

**Performance Standard**:

**Weight:** (Check One) Critical Major

Secondary

**SECTION FIVE: SUMMARY**

**SUMMARY RATING:**

At or Below Above

Control Point Control Point

|  |  |  |
| --- | --- | --- |
| OConsistently Exceeds Standards | % Inc: \* | % Inc. \*\* |
| OMeets Standards | 4.75% | 2.0% |
| ODeficient | 0% |  |
| \*BPI 6.00 – 7.25%  \*\*BPI 3.00 – 4.00% |  |  |

**COMMENTARY SUPPORTING SUMMARY RATING**:

**DEVELOPMENTAL NEEDS/PLANS**:

Is training required? If so, specify:

Additional resources needed to increase effectiveness:

**SECTION SIX: SIGNATURES**

**RATING PERFORMED BY:**

Supervisor’s Signature

Date

Employee’s signature is required only to indicate that the employee has read the performance appraisal.

Employee Signature

Date

**APPOINTING AUTHORITY:**

Signature Date

Rev. 05/08