

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**:

|  |  |  |
| --- | --- | --- |
| **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  |

**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

|  |  |  |
| --- | --- | --- |
| Consistently Exceeds Standards  |  % Increase: \_\_\_  *Base Pay Increase 6.00 – 7.25%*  |  % Increase: \_\_\_  *Base Pay Increase 3.00 – 4.00%* |
| Meets Standards  | Base Pay Increase = 4.75%  | Base Pay Increase = 2.0%  |
| Deficient  | Base Pay Increase = 0%  |  |

**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. 05/0