**EPMS FORM**
Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Position Classification\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date Assigned to Current Position\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Performance Review From\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_To\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Return to Top

**PLANNING STAGE ACKNOWLEDGMENT**
Rating Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature of the employee
indicates the Planning Stage and Position Description were reviewed with the
employee.)

**EVALUATION STAGE ACKNOWLEDGMENT**
Rating Officer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Reviewing Officer
Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(My signature indicates that I was given the opportunity to discuss the
official performance review with my supervisor - not that I necessarily
agree.)
Employee Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**INSTRUCTIONS**

The Planning Stage

**Job Functions -** The supervisor, utilizing suggestions from the employee,
shall select job duties from the employee's most recent position description
and develop success criteria for each duty.

**Objectives -** This section allows the supervisor to include any
additional special projects or program assignments that are not on the position
description but that are assigned to the employee during the rating period.
Objectives are optional, but if used, success criteria are required for each
objective.

**Performance Characteristics -** Performance characteristics and their
definitions should be directly related to the employee's job and may be
selected by the supervisor and the employee from a list developed by the Office
of Human Resources. All management and supervisory employees are required to
be reviewed on "promoting equal opportunity."

The supervisor should meet with the employee to discuss the position
description and how it relates to the job functions and objectives for the
upcoming year. After this discussion, the supervisor shall complete the
planning stage of the document. Prior to discussing the completed planning
stage with the employee, the supervisor will present the final document to the
reviewing officer for signature. The supervisor will then meet with the
employee to review the final plans for the year and obtain the employee's
signature. The completed planning document should be maintained by the agency
to be used as the evaluation document at the end of the review period.

The Evaluation Stage

The supervisor will complete the evaluation document based on the employee's
performance for the entire year. Using the three levels of performance outlined
below, job functions and objectives shall be rated on how well the employee has
met the success criteria as outlined in the planning stage. Performance
characteristics will be rated "pass" or "fail" based on the definitions
which were communicated to the employee in the planning stage. The
characteristics shall be used as a communication tool and shall not be weighted
in the determination of the overall performance rating.

Once the supervisor has completed the evaluation document, it will be presented
to the reviewing officer for signature. The supervisor will then schedule a
meeting with the employee to discuss his/her performance and to obtain the
employee's signature on the evaluation document. The evaluation must be
completed prior to the review date to be timely.

Three Levels of Performance
(To rate job functions, objectives and overall performance)

**Exceptional Performance Requirements -** Work that is above the success
criteria for the job throughout the rating period.

**Successful Performance Requirements -** Work that meets the success
criteria for the job.

**Unsuccessful Performance Requirements -** Work that fails to meet the success
criteria of the job.

(Performance characteristics will not be rated with the three levels of
performance. They should be rated as "pass" or "fail.")

**AGENCY/WORK UNIT MISSION STATEMENT**
(Optional)

**Performance**

JOB FUNCTIONS Level

1. Job Function (Job Duty / Success Criteria):

2. Job Function (Job Duty / Success Criteria):

3. Job Function (Job Duty / Success Criteria):

4. Job Function (Job Duty / Success Criteria):

5. Job Function (Job Duty / Success Criteria):

6. Job Function (Job Duty / Success Criteria):Return to Top

**ACTUAL PERFORMANCE**

**Performance**

OBJECTIVES Level
(Optional)

1. Objective (Include Success Criteria):

2. Objective (Include Success Criteria):

**ACTUAL PERFORMANCE**

**Pass / Fail**

PERFORMANCE CHARACTERISTICS

1. Characteristic:
Definition:

2. Characteristic:
Definition:

3. Characteristic:
Definition:

**SUMMARY AND IMPROVEMENT PLAN**

*Identify the employee's major accomplishments, areas needing improvement,
and steps to improve present and future performance.*

**APPRAISAL RESULTS
Exceptional | Successful | Unsuccessful**