Performance Evaluation Program Administrative, Operational, Institutional Services Units, and Division of Military and Naval Affairs Unit

ANNUAL PERFORMANCE EVALUATION FORM

INSTRUCTIONS TO SUPERVISORS

AT THE START OF THE EVALUATION PERIOD Complete Sections 1 and 2A.	AT THE MIDPOINT EVALUATION PER Complete Section	RIOD	AT THE END OF THE EVALUATION PERIOD Implete Sections 2B, 4, 5, and 6
SECTION 1 - EMPLOYEE IDENTIFICATION Enter the following information.	DN		
Employees' Name: Employee's First Department:	& Last Name	Agency: SUNY	Poly
Title:	Sala	ary Grade:	Item Number: N/A
Evaluation Period:	From: Jan. 1, 20	15 To:	Dec. 31, 2015
Employee's Negotiating Unit: Administration	ve Services Institution	nal Services Op	erational Services
SECTION 2A - PERFORMANCE PROGRA	AM	SECTION 2B - PER	FORMANCE APPRAISAL
List the important tasks of the job and briefly des each to be performed. Your expectations should quality and/or quantity where possible.			e's performance in accomplishing the tasks specified n how the employee's performance met, exceeded or pectations.
1.		1.	
2.		2.	**Complete this Section**
3.		3.	
4.		4.	
5.		5.	7.
I received a copy of this performance program		Emplo	yee: (Initials)
SECTION 3 - SIX-MONTH RECERTIFICAT		neets, ir neetssary)	
	, ,		
We met within one month before or after the approximate performance program (If revised, changes have been			
would propose that it be Satisfactory Unsa	tisfactory (check one). This is	not a rating; therefore, it i	s not appealable.
Supervisor:(Signature)		(Date	
Employee:			X/ [°]
(Signature)		Qat	▼

SECTION 4 - SUPERVISOR'S COMMENTS

Comment on other aspects of the employee's performance (such as skills, behaviors, personal characteristics and the time and attendance patterns) which have affected the employee's performance or the performance of other employees. Suggest ways in which performance can be improved.

pared by:	Print Supervisor's Name	Signature	Date
k the ratin	d justification.	s performance. A rating of "Unsatisfactory" mu	ust be supported by specific
7	**This	section MUST be COMPLETED**	
accepta expecta manner	ably. It is the expected and usuations as the fined in the perform	ry which covers a wide range of emplo- nal level of performance. The employe- mance program for all tasks and performance in the performant of the second performance in the s	ee generally meets performance orms in a good, competent
The empjob y desperts discretely the kn	t tera may be areas of performan attens for certain tasks or assig in by the supervisor. It is onl	characterized as meeting minimal perion that should be improved. The employers purposed in the major as a significant of the major and the employee's performance cleating other than "Satisfactory" should be a significant or the employee's performance cleating other than "Satisfactory" should be a significant or the satisfactory of the satisfact	Loyee may meet performance gire extra follow-up and early shows that it is below
of time	e the employee has been in the jo	de range of performance, supervisors in the as appropriate (i.e., employees in rent levels due to length of time and,	the same job title may be
Uncat	tisfactory: man and a second	y does not meet performance expectati	6 4\-
	t a minimally acceptable level.	The employee requires significant ext	ens direction on the
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Performance Evaluation Program Administrative, Operational, Institutional Services Units, and Division of Military and Naval Affairs Unit

ANNUAL PERFORMANCE EVALUATION FORM

INSTRUCTIONS TO SUPERVISORS

	IIV	STRUCTIONS I	O SUPERVI	SUKS	
AT THE START EVALUATION I Complete Sections	PERIOD	AT THE MIDPOINT EVALUATION PER Complete Section	RIOD	AT THE END OF EVALUATION F Complete Sections 2B, 4, 5,	PERIOD
SECTION 1 - EMP Enter the following int	LOYEE IDENTIFICATION formation.				
Employees' Name: Department:	Employee's First & I	_ast Name	Agency: Sl	JNY Poly	
Title:		Sal	ary Grade:	Item Number:	N/A
	Evaluation Period: F	rom:Jan. 1, 20	16 To:	Dec. 31, 2016	_
Employee's Negotiati	ng Unit: Administrative 9	Services Institution	nal Services	Operational Services	
SECTION 2A - PE	RFORMANCE PROGRAM		SECTION 2B -	PERFORMANCE APPRAISA	\L
	ks of the job and briefly describ I. Your expectations should be y where possible.			ployee's performance in accomplis xplain how the employee's perform ur expectations.	
1.			1.		
2.	**Complete this Section	· ·	2.		
3.			3.		
4.			4.		
5.			5.		7,
I received a copy of	this performance program o			mployee:	
		(Attach additional	ate) sheets, if necessary	(Initials)	<i>71.</i>
SECTION 3 - SIX-I	MONTH RECERTIFICATIO	N (OPTIONAL)			
	nth before or after the approximate If revised, changes have been revi Satisfactory Unsatisfactory		visions are attached)	. If a rating were assome today base	or revise the d upon service to date, I
Supervisor:	(Signature)				-
Employee:	(Signature)		~	Day	-

SECTION 4 - SUPERVISOR'S COMMENTS
Comment on other aspects of the employee's performance (such as skills, behaviors, personal characteristics and the time and attendance patterns) which have affected the employee's performance or the performance of other employees. Suggest ways in which performance can

	Signature	Date
CTION 5 - PERFORMANCE RATING ck the rating which best summarizes the employee anation and justification.	's performance. A rating of "Unsatisfactory" n	nust be supported by specific
acceptably. It is the wested and us expectations are specified in the perfo manner. This is the level that can mi	ory which covers a wide range of empl sual level of performance. The employ commance program for all tasks and per nimally be expected from an employee	yee generally meets performance forms in a good, competent
job yet there may be areas of performa expressions for certain tasks or assi direction by the supervisor. It is on	e characterized as meeting minimal per unce that should be improved. The emp gnments, but some assignments may re- uly when the employee's performance crating other than "Satisfactory" show	ployee may meet performance quire extra follow-up and learly shows that it is below
<u>ote</u> : Because this rating covers a window ime the employee has been in the jumperforming satisfactorily but at different control of the c	ide range of performance, supervisors job as appropriate (i.e., employees i erent levels due to length of time and	n the same job title may be
Unsatisfactory: The employee clear	ly does not meet performance expectat	ions for one or more tasks, no
supervisor finds it necessary to avoid	lassigning normal tasks to the employ	tra direction, or the
relied upon to carry out critical assi- immediate and significant improvement appealable. Disputes concerning issue appeals process are not subject to app receipt of an UNSATISFACTORY rating. personnel office. Employees have the before the Appeals Board.	in performance. Appeal Rights: Only ses such as an employee's performance; seal. Employees must file an appeal Appeals forms and procedural informaright to a personal appearance and to	yee. The employee cannot be shion. There is a need for y ratings of UNSATISFACTORY arrorgam, and the rating and within 15 calendar days of the tion are available from your
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