

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

Use this form for initial planning session; coaching; or when responsibilities, standards, or expectations must change.

Employee's Name (last, first, middle)		Social Security Number (last 4 digits only - to be completed by the employee) X X X - X X - _ _ _ _
Position Title		Time in Present Position (in months)
Department	Type of Rating	
Division	Initial	Coaching
Section	<input type="radio"/>	<input type="radio"/>
	Special	<input type="radio"/>
Rating Period	Supervisor's Name	Supervisor's Title

RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job description.

PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during this rating period.

ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on the date below. We acknowledge our understanding of these duties, responsibilities, standards, and expectations, and how they will be used to measure work-related performance during this period.

Supervisor's Signature	Employee's Signature
Date	Date

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

Use this form for interim or mid-year reviews, probationary employees, or special situations.

Employee's Name (last, first, middle)		Social Security Number (last 4 digits only - to be completed by the employee) X X X - X X - _ _ _ _	
Position Title		Time in Present Position (in months)	
Department		Type of Rating Interim Probationary Special <input type="radio"/> <input type="radio"/> <input type="radio"/>	
Division			
Section			
Rating Period	Supervisor's Name	Supervisor's Title	

PROGRESS EVALUATION: Below is an assessment of your progress and degree of achievement toward meeting the established performance expectations that are stated on your Employee Performance Appraisal Form. These expectations were discussed with you at the beginning of this rating period. Clearly mark the area which most adequately describes the level of work performance achieved to this time.

<input type="radio"/> GOOD; MEETS EXPECTATIONS	Performance results show consistent achievement toward meeting established performance expectations.
<input type="radio"/> FAIR, BUT NEEDS IMPROVEMENT	Performance results show inconsistent achievement of job and position objectives; performance improvement needed.
<input type="radio"/> DOES NOT MEET EXPECTATIONS	Performance results show deficiencies which seriously interfere with the attainment of job and performance expectations.

PERFORMANCE DEVELOPMENT NEEDS: Describe specific areas that need improvement, keeping in mind established performance expectations, critical success factors, and performance elements.

GENERAL COMMENTS:

Supervisor's Signature	Employee's Signature
Date	Date

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

RATING INSTRUCTIONS FOR DOP FORM EPA-3

Preparation

- Schedule an interview with each employee.
- Provide each employee with a copy of this form for self-evaluation.
Note: Self evaluation should be encouraged but not required.
- Complete this form **prior to interview**, commenting briefly on all performance elements. Those elements marked “Needs Improvement” or “Exceeds Expectations” *require* comment.
Note: Comments, negative or positive, should come as no surprise to the employee.
- Review the completed form with *your* manager prior to the employee interview.

Interview

- Meet with the employee privately and without interruption.
- Review the employee’s functional job description together with expectations and standards established and communicated at beginning of performance period.
- Discuss the completed appraisal form(s), allowing for employee input.
- Encourage the employee to make written comments on completed form.
- Sign the form in the employee’s presence and secure his/her signature.

Completing the Form

- With the Rating Category Key as your guide, clearly mark the appropriate box for each element. *Remember that these are behavioral elements and that your judgement in each case must be supported by fact.*
- There are 23 performance elements for all employees and an additional 14 for supervisors and managers.
- All 37 performance elements are stated at the “success” level and are to be considered the standard for “Meets Expectations.”
- Summarize the data on the Rating Score Sheet (DOP Form EPA-3, Page 5).

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

RATING CATEGORY KEY FOR DOP FORM EPA-3

Exceeds Expectations

- This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee's performance regularly surpasses the standards expected.

Meets Expectations

- This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and **completely** satisfies the established standards and expectations.

Needs Improvement

- This overall performance indicates that is unacceptable due to the employee's own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

NOTE:

You will clearly mark one of these three levels for each performance element (23 elements for all employees and an additional 14 for supervisors and managers). When you do so, you are comparing **the employee's actual performance to the standards and expectations established** at the beginning of the performance period.

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

Use this form for the final review of the performance period. See the instructions on the following pages.

Employee's Name (last, first, middle)		Social Security Number (last 4 digits only - to be completed by the employee) X X X - X X - _ _ _ _
Position Title		Time in Present Position (in months)
Department	Type of Rating	
Division	Annual <input type="radio"/>	Probationary <input type="radio"/>
Section	Special <input type="radio"/>	
Rating Period	Supervisor's Name	Supervisor's Title

RESPONSIBILITIES: Essential duties and responsibilities as identified in the functional job description.

PERFORMANCE STANDARDS and EXPECTATIONS: Objectives to be accomplished during this rating period.

ACKNOWLEDGEMENT: A discussion of duties, responsibilities, performance standards, and expectations for the current period took place on _____ (the signature date of the most recent EPA-1 Form. We acknowledged our understanding of these duties, responsibilities, standards, and expectations, and how they would be used to measure work-related performance during this period.

Supervisor's Signature	Employee's Signature
Date	Date

PERFORMANCE FACTORS AND STANDARDS

NEEDS
IMPROVEMENT

MEETS
EXPECTATIONS

EXCEEDS
EXPECTATIONS

MAINTAINS FLEXIBILITY

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| Willingly accepts a variety of responsibilities. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Adapts to new situations in a positive manner. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Displays openness to learning and applying new skills. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Works well with others to achieve organization's goals. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Is resourceful and generally seeks work process improvements. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

DEMONSTRATES CREDIBILITY

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| Shares information with others when appropriate. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Acts independently while keeping supervisor informed. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Performs work according to current guidelines and directives. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Maintains personal appearance appropriate to job. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Exhibits ability to secure and evaluate facts before taking action. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

CUSTOMER SERVICE

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| Treats all customers with respect. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Responds to customer needs within agreed time frames. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Addresses conflicts and problem situations with patience and tact. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

QUANTITY OF WORK

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| Work output matches the expectations established. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employee completes all assignments. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employee consistently meets deadlines. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

QUALITY OF WORK

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| Work results satisfy organization's goals. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work is organized and presented professionally. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work product is thorough and complete. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Work product is free of flaws and errors. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

PERFORMANCE FACTORS AND STANDARDS

NEEDS
IMPROVEMENT MEETS
EXPECTATIONS EXCEEDS
EXPECTATIONS

AVAILABILITY FOR WORK

- | | | | |
|---|-----------------------|-----------------------|-----------------------|
| Employee's attendance supports the expected level of work. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employee's presence can be relied upon for planning purposes. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Employee is a dependable team member. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

In addition to the 23 performance elements for all employees, supervisors and managers shall be rated on the following critical success factors: Leadership, Management, and Work Environment. Clearly mark the appropriate rating for each of the 14 performance elements.

LEADERSHIP

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| Provides clear direction and purpose. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Models ethical workplace behavior. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Demonstrates influencing skills by setting goals. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Empowers subordinates to achieve objectives. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Acts to motivate, coach, and develop subordinates. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

MANAGEMENT

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| Organizes and distributes work among subordinates. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Secures resources and audits their effective use. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Communicates behavioral expectations and performance standards. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Monitors, documents, and evaluates employee conduct and performance. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Provides appropriate and timely feedback. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

WORK ENVIRONMENT

- | | | | |
|--|-----------------------|-----------------------|-----------------------|
| Maintains a safe and healthy workplace. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Builds a team that reflects high morale, clear focus, and group identity. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Encourages and provides opportunities for subordinates to obtain and apply new skills and knowledge. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Promotes equal opportunity and protects the rights of all employees. | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Comments:

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

RATING SCORE SHEET FOR DOP FORM EPA-3

- Enter the total check marks in each rating category and then multiply by the assigned value:

RATING CATEGORY	NUMBER	MULTIPLIER	TOTAL
Exceeds Expectations	_____	X 3	= _____
Meets Expectations	_____	X 2	= _____
Needs Improvement	_____	X 1	= _____
Total Elements Rated	_____		Total Value _____

- Compute the Rating Score: Divide the Total Value by the Total Elements Rated to find the overall Rating Score. Make certain that you carry your figure out to two decimal places (for example: $44 \div 23 = 1.91$).
- Using the key below, find the numeric score and enter it as the Overall Rating, then enter the Alpha Score:

KEY:

<u>NUMERIC SCORE</u>	=	<u>ALPHA SCORE</u>
Rating of 2.51 to 3.00	=	Exceeds Expectations
Rating of 1.51 to 2.50	=	Meets Expectations
Rating of 1.00 to 1.50	=	Needs Improvement

SUMMARY

Overall Rating: _____

Alpha Score: _____

State of West Virginia
EMPLOYEE PERFORMANCE APPRAISAL

Needs Improvement Meets Expectations Exceeds Expectations

SUMMARY COMMENTS: Completed by the supervisor or rater.

IMPROVEMENT and/or DEVELOPMENTAL PLAN: Completed by the supervisor or rater.

REVIEWING MANAGER'S INITIALS:

DATE:

EMPLOYEE'S RESPONSE: Completed by the employee.

EMPLOYEE'S CERTIFICATION: I certify that I have reviewed this Performance Appraisal Form. My signature on this page implies neither my agreement nor my disagreement with the form's contents.

Supervisor's Signature

Date

Employee's Signature

Date

Reviewing Manager's Signature

Date