



State of Connecticut Human Resources  
**Performance Appraisal - Administrative-Clerical**

Form #: PER-126

Revision Date: 9/23/2003

**Period Covered:**            *From*                    *To*

INITIAL PROBATIONARY                     ANNUAL                     PROMOTIONAL                     OTHER (*Specify*)

|               |            |      |
|---------------|------------|------|
| EMPLOYEE NAME | TITLE      | DATE |
| DIVISION      | DEPARTMENT |      |

**INSTRUCTIONS**

Evaluate the employee on the job now being performed. Check the box above the horizontal line that most nearly coincides with your overall judgment of each quality. The care and accuracy with which this appraisal is made will determine its value to you, to the employee and to the agency.

|   |   |   |  | <b>LESS THAN GOOD</b>                             |   |
|---|---|---|--|---|---|
| <b>JOB ELEMENTS</b>   | <b>EXCELLENT</b>  | <b>VERY GOOD</b>  | <b>GOOD</b>  | <b>FAIR</b>                                       | <b>UNSATISFACTORY</b>   |
| <b>KNOWLEDGE OF WORK:</b>   | <input type="checkbox"/>  | <input type="checkbox"/>                                | <input type="checkbox"/>                             | <input type="checkbox"/>                          | <input type="checkbox"/>  |
| Consider knowledge of job gained through experience, general education, specialized training  | Well informed on all phases of work   | Knowledge thorough enough to perform without assistance | Adequate grasp of essentials, some assistance        | Requires considerable assistance                  | Inadequate knowledge  |
| <b>QUANTITY OF WORK:</b>  | <input type="checkbox"/>  | <input type="checkbox"/>                                | <input type="checkbox"/>                             | <input type="checkbox"/>                          | <input type="checkbox"/>  |
| Consider the volume of work produced under normal conditions. Disregard errors.               | Rapid worker unusually large volume   | Turns out large volume                                  | Average  | Volume below average                              | Very slow worker  |
| <b>QUALITY OF WORK:</b>   | <input type="checkbox"/>  | <input type="checkbox"/>                                | <input type="checkbox"/>                             | <input type="checkbox"/>                          | <input type="checkbox"/>  |
| Consider neatness accuracy and dependability of results regardless of volume                  | Exceptionally accurate  | Seldom necessary to check work                          | Acceptable, usually neat, few errors                 | Often unacceptable. Frequent errors or rejections | Too many errors or rejections   |
| <b>ATTENDANCE</b>   | <input type="checkbox"/>  | <input type="checkbox"/>                                | <input type="checkbox"/>                             | <input type="checkbox"/>                          | <input type="checkbox"/>  |
| Consider tardiness and occasions of absenteeism   | Rarely late, rarely absent  | Very seldom late, seldom absent                         | Seldom late, absent only occasionally                | Frequently tardy or routinely absent              | Habitually tardy or excessive absenteeism                             |
| <b>ABILITY TO DEAL WITH PEOPLE</b>  | <input type="checkbox"/>  | <input type="checkbox"/>                                | <input type="checkbox"/>                             | <input type="checkbox"/>                          | <input type="checkbox"/>  |
| Relationships with other staff and the public. Consider harmony in and outside the work unit. | Brings credit to state service through cooperative dealings with staff and public | Harmonious relationships with staff and/or public       | Adequate work relationships with staff and/or public | Reluctant to cooperate with staff and/or public   | Creates problems through personal interaction with staff an/or public |

