



GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

Additional Factors:

In this section please check the box that best describes the employee’s attitudes and provide any comment that further explains the employee’s performance.

- A. Dependability. How much supervision is needed for the employee to complete a task/work? The employee
 - Must be very closely supervised to complete work assignments.
 - Carries out instructions and responsibilities with close supervision
 - Carries out work assignments with expected degree of independence and efficiency
 - Carries out work assignments with exceptional degree of independence and efficiency

Comments:

- B. Interpersonal relations. How well does the employee work with other co-workers and how well do they interact with customers?
 - Has difficulty in relating to others; is not readily cooperative
 - Relates to others fairly well; works better with some persons than others
 - Works well with others; facilitates cooperation
 - Is very effective interpersonally; works extremely well with others.

Comments:

- C. Professional Development Initiative. To what extent does the employee take responsibility for his/her learning or professional development?
 - Lack interest for professional development
 - Attends professional development workshop but does not actively participate
 - Attend professional development workshop and actively participates.

Comments

To be complete by the employee being evaluated:

- D. I was given the opportunity to review and discuss my position description
 - Yes
 - NO
- E. I was given the opportunity to review and discuss the job responsibilities and work standards to be rated during the next evaluation cycle.
 - Yes
 - No
- F. If the position description was revised for the upcoming year, I received an updated copy.
 - Yes
 - No

Comments:

Supervisor (evaluator) _____ Date _____

Employee _____ Date _____

(I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.)

Reviewed by _____ Date _____

INSTRUCTIONS FOR USE OF THE PERFORMANCE EVALUATION REPORT FORM

General: 1. After marking lightly with pencil each factor in Section A, the rater should review the report with his own principal or department head, if any. Markings and comments should then be typed or inked in. Either the rater or reviewer (or both) should then review the rating with the employee in a private interview. All signatures shall be in ink. Changes and corrections shall be initiated by the employee.

2. If space for comments is inadequate, similarly dated and signed attachments may be made (either typewritten or in ink).

3. Due dates shall be observed and are particularly important for final probationary reports. Filing dates for these are flexible, and both the first and final reports may be filed at any time between their receipt and the printed due date.

4. Unscheduled reports may be filed at any time for either permanent or probationary employees.

5. The "Guide to Performance Evaluation of Classified Employees" should be consulted for suggestions, definitions, interpretations and further instructions.

6. All performance evaluation reports in an employee's Personnel Department file are subject to review by principals or department heads whenever the employee is certified for transfer or promotion.

SECTION A: Check (✓) one column for each factor. Column (E) may be checked when a factor is not considered applicable to a particular job. Additional spaces have been provided to write in any additional factors. Each check mark in Column (A) requires specific explanation in Section E.

SECTION B: May be used to describe outstanding qualities or performances, particularly when check marks in Column (D) do not seem adequately descriptive.

SECTION C: Use to record progress or improvement in performance resulting from employee's efforts to reach previously set goals.

SECTION D: Record agreed-upon or prescribed performance goals for the next evaluation period.

SECTION E: Give specific reasons for check marks in Column (A). Explanations of check marks in Column (B) are optional. Record here any other specific reasons why the employee should not be recommended for permanent status, or –if the employee is already permanent–any specific reasons for required improvement.

SUMMARY EVALUATION: Check the overall performance here, taking into account all factors and total performance over the full period of service being evaluated.

Exceeds Standards: Total performance is well above normal standards for the position. This evaluation should be reflected by marks for critical factors in Section A and superior or excellent performance should be noted in Section B. Only a few employees would normally qualify for this rating.

Effective—Meet Standards: Consistently competent performance meeting or exceeding standards in all critical factors for the position. If margin is narrow and standard barely met, explain in Section E. Most employee can and will make the necessary improvements.

Requires Improvement: Total performance periodically or regularly falls short of normal standards. Specific deficiencies should be noted in Section E. This evaluation indicates the supervisor's belief that the employee can and will make the necessary improvements.

Not Satisfactory: Performance clearly inadequate in one or more critical factors as explained or documented in Section E. Employee has demonstrated inability or unwillingness to improve or to meet standards. Performance not acceptable for position held. (Note: Such summary evaluation bars the employee from promotional examination for one year.)

SIGNATURES: Both the rater and the employee shall date and sign the report. The employee's signature indicates that the conference has been held and that he has had an opportunity to read the report. If he refuses to sign for any reason, explain that his signature does not necessarily imply or indicate agreement with the report, and that space is provided for him to state any disagreement. Further refusal to sign shall be recorded on the report, after which it shall be forwarded.

APPEAL: Evaluation reports express the judgment and opinions of supervisory authority, and as such are not subject to appeal under rules of the Merit System unless there has been a resultant action taken to suspend demote, or dismiss a permanent employee, or to deny within-grade salary increases.