

PERFORMANCE APPRAISALS

At regular intervals, your immediate supervisor should provide you with a written evaluation of your work performance. This evaluation typically includes ratings in the following areas: quantity and quality of work, work habits and attitudes, interpersonal skills, dependability, and attendance. Two performance evaluations should be completed during your probationary period. Thereafter, performance evaluations should be completed at least annually. The evaluations will be discussed with you by your supervisor and a copy of the completed form will be given to you. If you do not receive your evaluation, ask your supervisor about it. If your work is exemplary, your supervisor may present you with a "Notice of Outstanding Service."

The performance appraisal form also offers you an opportunity to indicate if you believe you are working "out of class," i.e. whether you are performing duties different from the ones listed in your class description. It is important for you to provide this information so that your position is classified and compensated appropriately.