

OREGON MILITARY DEPARTMENT
PERFORMANCE EVALUATION
Non-Supervisory Employees

Review Period _____ to _____

Employee: _____ Class/Class#: _____

Supervisor: _____ Work Unit: _____

Discussions with employee: _____ And _____
(Initial Date) (Interim Date)

OVERALL PERFORMANCE:

(check one)

1. Meets expectations
 2. *Does not meet expectations
*Must provide documentation to substantiate rating

1. List employee accomplishments in support of above rating:

2. List areas where improvement is desired (if applicable):

3. List employee performance standards (goals and objectives) for next evaluation period:

Employee comments/suggestions:

Employee _____ Supervisor _____
Signature Date Signature Date

I understand my signature confirms only that my supervisor has discussed and given me a copy of this evaluation, and does not indicate my agreement or disagreement.

(see reverse for instructions)

Performance Evaluation Instructions

This is the official document used to record job performance for non-supervisory personnel. Employees may be in a bargaining unit, or assigned to management or executive service as defined by Oregon Revised Statute (ORS) 240.212 and 240.205. If more space is necessary for a field than is provided, use additional sheets as needed.

1. Supervisors:

a. Evaluates employees' performance annually on the employees' merit review date, or the supervisor may establish any other 12 month period as the period to evaluate employees' job performance.

b. Meets with each employee at the beginning of the review period to develop and communicate performance standards (goals and objectives) established for the rating period.

c. Ensures the employee has an active role in the development of performance goals and objectives for the next evaluation period.

d. Mid-way through the rating period, conducts an interim review with the employee to discuss progress in achieving documented performance standards. (Performance criteria should be modified at the interim review if circumstance exists that changed performance expectations or prevents the employee from meeting performance standards through no fault of their own.)

e. Prepares the form in a typed format (either manually or electronically) and signs the form. If form space is inadequate, attachments must reference corresponding form section number.

f. Meets with employee to discuss performance results, and affords the employee an opportunity to make comments or suggestions.

g. If a "does not meet expectations" is noted, reviews relevant documentation with the employee that substantiates the rating. Collaborates with the employee to develop a corrective plan of action.

h. Provides employee with copy of completed form, retains a copy for supervisor's working file, and forwards to the State Personnel Office (AGP).

i. Reviews with the employee their Position Description (PD) during the job performance evaluation discussion. If job duties have substantially changed, updates the PD and organizational chart then forwards to AGP along with the completed performance evaluation form.

2. Rating Definitions:

a. *Does not meet expectations* - review must clearly show that the employee has failed to meet the majority of established job requirements. Support documentation to support negative rating must be available upon request. Supervisor must be able to demonstrate employee had been forewarned that a negative rating would result if corrective action not taken.

b. *Meets expectations* - review clearly shows the employee's performance consistently meets job expectations.