

Employee Performance Management System
Summary of Job Performance

Name

Position Number

Department

OVERALL PERFORMANCE RATING
(Check One)

SUMMARY STATEMENT

- Outstanding Performance = O
 Very Good Performance = VG
 Good Performance = G
 Below Good Performance = BG
 Unsatisfactory = U

EMPLOYEE'S COMMENTS

Signature

Date

SUPERVISOR'S COMMENTS

Signature

Date

NEXT LEVEL SUPERVISOR (COMMENTS OPTIONAL)

Signature

Date

INTERIM PROGRESS REVIEW

Comment on areas needing improvement and list plan of action

Employee's Signature

Supervisor's Signature

Date of Review

Note: The Employee's signature does not necessarily imply agreement with the Appraisal Report.
It does indicate that a Performance Interview was conducted