



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

