

**GOVERNMENT OF GUAM
WORK PLANNING & PERFORMANCE EVALUATION SYSTEM**

EMPLOYEE:	SS NO.:
POSITION TITLE:	DEPT./DIV.:
RATING PERIOD: FROM:	TO:
PERIOD OF SUPERVISION: FROM:	TO:
SUPERVISOR:	REVIEWER:

DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND IN THE SUPERVISOR'S HANDBOOK

I. WORK PLANNING

This stage takes place at the beginning of the rating period. Supervisor and employee meet to discuss and establish primary job tasks and performance standards for the rating period. List job tasks and performance standards on the reverse of this form.

COMMENTS ATTACHED	INDIVIDUAL DEVELOPMENT PLAN ATTACHED?	_____ EMPLOYEE'S SIGNATURE/DATE
<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> YES	
<input type="checkbox"/> SUPERVISOR	<input type="checkbox"/> NO	_____ SUPERVISOR'S SIGNATURE/DATE

II. WORK PROGRESS

This stage may take place at anytime during the rating period. Supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on reverse side of this form under each job task, or attached on a separate form or sheet.

COMMENTS ATTACHED

EMPLOYEE

SUPERVISOR

III. MID-PERIOD PERFORMANCE ADVISORY

This stage takes place within one month before or after the approximate mid-point of the rating period. Supervisor and employee meet to discuss advisory ratings assigned for the employee on each job task and overall for the first half of the rating period.

- Overall Advisory Rating:**
- Outstanding (Explain)
 - Highly Satisfactory (Explain)
 - Satisfactory
 - Marginal (Explain)
 - Unsatisfactory (Explain)

SUPERVISOR'S COMMENTS:

COMMENTS ATTACHED

EMPLOYEE

SUPERVISOR

REVIEWER

EMPLOYEE'S SIGNATURE/DATE

SUPERVISOR'S SIGNATURE/DATE

REVIEWER'S SIGNATURE/DATE

IV. FORMAL PERFORMANCE EVALUATION and V. PERFORMANCE EVALUATION INTERVIEW

This is the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned for the employee on each job task and overall for the rating period.

OVERALL PERFORMANCE RATING:

OUTSTANDING (Explain) RECOMMENDED

SATISFACTORY NOT RECOMMENDED

UNSATISFACTORY (Explain)

SUPERVISOR'S COMMENTS:

SUPERVISOR'S SIGNATURE/DATE

EMPLOYEE: AGREE

EMPLOYEE'S SIGNATURE/DATE

DISAGREE

COMMENTS:

REVIEWER'S DETERMINATION: On the basis of my review, I have determined that the Supervisor's ratings are appropriately justified.

REVIEWER'S SIGNATURE/DATE

COMMENTS:

APPOINTING AUTHORITY: My signature below indicates that I concur with the Supervisor's evaluation of the employee, approve the recommended rating, and certify funds availability should a salary increment be recommended.

APPOINTING AUTHORITY'S SIGNATURE/DATE

COMMENTS:

**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

PERFORMANCE IMPROVEMENT PLAN

EMPLOYEE: _____ POSITION TITLE: _____

DEPARTMENT: _____ DIVISION/UNIT: _____

RATING PERIOD:
 FROM: (60 Days) _____ TO: _____
 Ext. (60 Days) _____
 Max: _____

SUPERVISOR: _____

JOB STANDARD NOT MET	IMPROVEMENT NEEDED	SPECIAL ASSIGNMENT	PLANNED DATES	DATES COMPLETED

EMPLOYEE'S COMMENTS:

 EMPLOYEE'S SIGNATURE

 DATE

SUPERVISOR'S COMMENTS:

 SUPERVISOR'S SIGNATURE

 DATE

INDIVIDUAL DEVELOPMENT PLAN

EMPLOYEE: _____ POSITION TITLE: _____
 DEPARTMENT: _____ DIVISION/UNIT: _____
 RATING PERIOD:
 FROM: _____ TO: _____
 SUPERVISOR: _____

GOAL	DEVELOPMENT ACTIVITY	LOCATION	PLANNED DATES	DATES COMPLETED

EMPLOYEE'S COMMENTS:

 EMPLOYEE'S SIGNATURE

 DATE

SUPERVISOR'S COMMENTS:

 SUPERVISOR'S SIGNATURE

 DATE

REVIEWER'S COMMENTS:

 REVIEWER'S SIGNATURE

 DATE