

PASE RATING SUMMARY

EMPLOYEE NAME:	CLASSIFICATION:
EIN:	SUPERVISOR:
SECTION/UNIT:	REVIEWER:
DIVISION:	RATING
AGENCY:	PERIOD: _____ to: _____
RECOMMENDATION REGARDING PROBATION: <input type="checkbox"/> Not applicable <input type="checkbox"/> Retain <input type="checkbox"/> Extend <input type="checkbox"/> Dismiss or Revert (contact your HR/Personnel Representative)	APPRAISAL TYPE: <input type="checkbox"/> END OF PROBATION <input type="checkbox"/> ANNUAL <input type="checkbox"/> CLOSE-OUT <input type="checkbox"/> OTHER

For permanent status employees, if there are any ratings below a 3.0 = "Meets Expectations", a Notice of Necessity to Improve or comparable performance improvement plan must be developed and attached to this appraisal.

	Category Weight	x	Category Rating	=	Weighted Rating
Performance Category #1: CUSTOMER SERVICE	0%		0.00		0.00
Performance Category #2: TEAMWORK	0%		0.00		0.00
Performance Category #3: CONTINUOUS IMPROVEMENT	0%		0.00		0.00
Performance Category #4: LEADERSHIP	0%		0.00		0.00
Performance Category #5: WORK UNIT GOALS/OBJECTIVES	0%		0.00		0.00
CATEGORY TOTAL	0%				
Total PASE Rating					0.00

PLEASE READ: Signatures indicate that the appraisal meeting has been held. You may attach comments to the appraisal you have received. You also have the right to grieve the appraisal you have received. *Please be alerted - there is a time limit involved* . See your agency's Grievance Procedure(s) for more details. If your rater has not provided you a copy, you may obtain a copy from your Human Resources/Personnel Representative.

Employee Signature _____	Date: _____
Rater Signature _____	Date: _____
Reviewer Signature _____	Date: _____

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: WORK HABITS	Category Weight:

Rating Scale:
5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

<p>The shaded Rating Items are <u>behavioral</u> performance standards (subjective). Rating Item #1 and #2 are performance standards that all ADOA employees will be rated on and must be checked under the "D" column. Select no more than three (3) other behavioral. These five behavioral performance standards can only add up to 20% of the total weight. All additional rating items have to be <u>results-oriented</u> performance measures (objective).</p>	<p>D = Discussed Weight x Rating = WR Total of Weight (W) cannot exceed nor be less than 100%</p>					
Rating Item	Adjustment	Verification Method	D	W	R	WR
1. Reports to work area by designated time. Does not leave until designated time.			X	4%		0.00
2. Appropriately plans and organizes activities.			X	4%		0.00
3. Completes assignments on time.						0.00
4. Completes assignments accurately and thoroughly.						0.00
5. Accepts responsibility.						0.00
6. Does not waste resources or materials.						0.00
7. Adapts to changing priorities.						0.00
8. Manages time effectively.						0.00
9. Produces expected level of work.						0.00
10. Follows safety and security procedures.						0.00
11. Arrives to meetings on time.						0.00
12. Follows through on commitments.						0.00
13. Is self-motivated. Takes initiative.						0.00
14. Is effective in group/team meetings.						0.00
15. Acts cooperatively.						0.00
16. Demonstrates creativity and innovation.						0.00
17. Is flexible. Adjusts to changing situations.						0.00
18. Keeps appropriate employees informed regarding whereabouts.						0.00
19. Exercises appropriate judgment.						0.00
20. Maintains good attendance.						0.00
21. Complies with agency/area policy regarding breaks (e.g. lunch breaks, coffee breaks).						0.00
22. Maintains good attendance.						0.00
TOTAL:				8%	0.0	0.00
Category Rating						0.00

PERFORMANCE PLAN Employee acknowledgment: _____	Date: _____
MID-PERIOD DISCUSSION Employee acknowledgment: _____	Date: _____
PERFORMANCE APPRAISAL Employee acknowledgment: _____	Date: _____

NAME OF RATER: _____	Signature: _____	Date: _____
Reviewer Approval: _____	Reviewer Title: _____	Date: _____

Name:	Rating Period:	to:
Performance Category:	Category Weight:	

Rater Comments:

Employee Comments:

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: CLERICAL / ADMINISTRATIVE SUPPORT	
Category Weight: _____	

Rating Scale:

5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

Rating Item	Adjustment	Verification Method	D	W	R	WR
The shaded Rating Items are <u>behavioral</u> performance standards (subjective). Rating Item #1 and #2 are performance standards that all ADOA employees will be rated on and must be checked under the "D" column. Select no more than three (3) other behavioral. These five behavioral performance standards can only add up to 20% of the total weight. All additional rating items have to be <u>results-oriented</u> performance measures (objective).			D = Discussed Weight x Rating = WR Total of Weight (W) cannot exceed nor be less than 100%			
1. Completes typing of data input timely and within acceptable error levels.			X	4%		0.00
2. Answers and directs phone calls appropriately.			X	4%		0.00
3. Maintains supplies in orderly fashion and to appropriate levels.						0.00
4. Maintains equipment in working order. Follows appropriate prevention/maintenance procedures.						0.00
5. Follows appropriate procedures for purchasing and/or ordering supplies.						0.00
6. Follows appropriate procedures for reporting employee leave.						0.00
7. Follows appropriate procedures for tracking capital assets.						0.00
8. Maintains paper files and records in orderly fashion.						0.00
9. Maintains computer files and records appropriately.						0.00
10. Observes confidentiality requirements.						0.00
11. Completes copy requests timely and within acceptable error levels.						0.00
12. Opens and routes mail appropriately.						0.00
13. Coordinates use of conference rooms appropriately.						0.00
14. Maintains calendars or schedules appropriately.						0.00
15. Greets and directs customers/visitors appropriately.						0.00
16. Demonstrates and maintains the necessary level of knowledge/skills.						0.00
17. reports.						0.00
18. Participates in personal growth and improvement.						0.00
19. Works toward continual improvement of work process. Makes constructive suggestions.						0.00
20. Operates equipment with appropriate degree of proficiency.						0.00
21.						0.00
22.						0.00
TOTAL:				8%	0.0	0.00
Category Rating						0.00

PERFORMANCE PLAN Employee acknowledgment: _____	Date: _____
MID-PERIOD DISCUSSION Employee acknowledgment: _____	Date: _____
PERFORMANCE APPRAISAL Employee acknowledgment: _____	Date: _____

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: CUSTOMER SERVICE	Category Weight:

Rating Scale:
5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

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Rating Item	Adjustmen	Verification Method	D	W	R	WR
1. Provides services that meet the customer's standard of quality and timeliness.			X	4%		0.00
2. Is accessible, courteous and responsive to the customer.			X	4%		0.00
3. Keeps commitments to customers.						0.00
4. Provides accurate information to customers.						0.00
5. Continually strives to improve the quality of customer service.						0.00
6. Focuses on customers when performing job.						0.00
7. Serves customers with a sense of urgency.						0.00
8.						0.00
9.						0.00
10.						0.00
11.						0.00
12.						0.00
13.						0.00
14.						0.00
15.						0.00
16.						0.00
17.						0.00
18.						0.00
19.						0.00
20.						0.00
TOTAL:				8%	0.0	0.00
Category Rating						0.00

PERFORMANCE PLAN Employee acknowledgment: _____	Date: _____
MID-PERIOD DISCUSSION Employee acknowledgment: _____	Date: _____
PERFORMANCE APPRAISAL Employee acknowledgment: _____	Date: _____

NAME OF RATER: _____	Signature: _____	Date: _____
Reviewer Approval: _____	Reviewer Title: _____	Date: _____

Name:	Rating Period:	to:
Performance Category:	Category Weight:	

Rater Comments:

Employee Comments:

Name:	Rating Period:	to:
Performance Category:		Category Weight:

Rater Comments:

Employee Comments:

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: CONTINUOUS IMPROVEMENT	Category Weight:

Rating Scale:
5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

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Rating Item	Adjustment	Verification Method	D	W	R	WR
1. Actively participates in identifying and solving process improvement opportunities.			X	4%		0.00
2. Makes constructive suggestions for improvement.			X	4%		0.00
3. Meets and exceeds all unit and section performance measures.			X	4%		0.00
4. Actively improves job skills.			X	4%		0.00
5. Demonstrates creativity, innovation and problem-solving skills.			X	4%		0.00
6.						0.00
7.						0.00
8.						0.00
9.						0.00
10.						0.00
11.						0.00
12.						0.00
13.						0.00
14.						0.00
15.						0.00
16.						0.00
17.						0.00
18.						0.00
19.						0.00
20.						0.00
TOTAL:				20%	0.0	0.00
Category Rating						0.00

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PERFORMANCE APPRAISAL Employee acknowledgment: _____	Date: _____

NAME OF RATER: _____	Signature: _____	Date: _____
Reviewer Approval: _____	Reviewer Title: _____	Date: _____

Name:	Rating Period:	to:
Performance Category:		Category Weight:

Rater Comments:

Employee Comments:

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: LEADERSHIP	Category Weight:

Rating Scale:

5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

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Rating Item	Adjustment	Verification Method	D	W	R	WR
1. Shows commitment to improve work unit.						0.00
2. Is open to employees suggestions for improvement.						0.00
3. Consistently informs employees of issues facing work unit(s).						0.00
4. Follows appropriate policies and procedures for all personnel actions.						0.00
5. Provides timely feedback to employees.						0.00
6. Provides a clear sense of direction to employees.						0.00
7. Promotes teamwork.						0.00
8. Consistently recognizes employees for their performance.						0.00
9. Routinely shares management's philosophy.						0.00
10. Engages subordinates in problem-solving and decision-making.						0.00
11. Ensures staff receive appropriate training for job.						0.00
12. Models professionalism, personal accountability and ethical conduct.						0.00
13. Demonstrates care and concern for employees.						0.00
14.						0.00
15.						0.00
16.						0.00
17.						0.00
18.						0.00
19.						0.00
TOTAL:				0%	0.0	0.00
Category Rating						0.00

PERFORMANCE PLAN Employee acknowledgment: _____	Date: _____
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NAME OF RATER: _____	Signature: _____	Date: _____
Reviewer Approval: _____	Reviewer Title: _____	Date: _____

Name:	Rating Period:	to:
Performance Category:		Category Weight:

Rater Comments:

Employee Comments:

PASE CHECKLIST PERFORMANCE STANDARDS FORM

Name:	Rating Period: _____ to: _____
Performance Category: WORK UNIT GOALS / OBJECTIVES	Category Weight:

Rating Scale:

5.0=Exceptional; 4.0=Exceeds Expectations; 3.0=Meets Expectations; 2.0=Below Expectations; 1.0=Unacceptable (To one decimal place.)

			D = Discussed Weight x Rating = WR Total of Weight (W) cannot exceed nor be less than 100%			
Rating Item	Adjustmen	Verification Method	D	W	R	WR
1.						0.00
2.						0.00
3.						0.00
4.						0.00
5.						0.00
6.						0.00
7.						0.00
8.						0.00
9.						0.00
10.						0.00
11.						0.00
12.						0.00
13.						0.00
14.						0.00
15.						0.00
16.						0.00
17.						0.00
18.						0.00
19.						0.00
20.						0.00
21.						0.00
TOTAL:				0%	0.0	0.00
Category Rating						0.00

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MID PERIOD DISCUSSION Employee acknowledgment: _____	Date: _____
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NAME OF RATER: _____	Signature: _____	Date: _____
Reviewer Approval: _____	Reviewer Title: _____	Date: _____