

NAME:

CLASSIFICATION:

DEPARTMENT:

**CURRENT PERFORMANCE RATING:**

☐ Entirely Satisfactory

Performance meets the departmental standards for the duties of this position.

☐ Improvement Needed\*

12 points to be deducted from employee's seniority score.

Performance requires additional effort, training, or experience to bring it up to departmental standards for this position. (See explanation below.)

☐ Unsatisfactory\*

36 points to be deducted from employee's seniority score.

Performance is substantially below the departmental standards for this position. (See explanation below.)

\*Explanation of failure to meet standards of performance: (Attach additional sheets, if needed.)

If you have rated the employee's current performance as "Improvement Needed" or "Unsatisfactory," is that rating consistent with the employee's most recent performance appraisal?

☐ Yes ☐ No

DATE OF APPRAISAL:

If "NO," attach an explanation to substantiate the difference.

Supervisor's Signature

Signature of Appointing Power or Designated Representative

Date a copy is given to the employee:

Notes: (1) This report must be completed for all employees in professional, scientific, administrative, management, and executive classes [GC 19997.3(b)]. (2) This report may be appealed to the Department of Human Resources within 10 days of its receipt, on the grounds that the rating was not made in good faith or was otherwise improper (CalHR Rule 599.844).