EMPLOYEE SERVICE RATING

STATE OF CONNECTICUT

NEHCEU, DISTRICT 1199, P-1 AND NP-6 BARGAINING UNITS PER NEW

TYPE OF SERVICE RATING INITIAL PROB	SATIONARY ANN	UAL PROMOTIO	NAL OTHER	(Specify)	
EMPLOYEE NAME		CLASS TITLE		PERIOD COVERED	
DIVISION		DEPARTMENT	DATE OF LAST RATING		
horizontal l	line which most closely coincides	with your overall judgment on each	d. Circle the dot in the space above job element. The care and accuracy e agency. Do not create rating subca	with	
JOB ELEMENTS		OOD		ESS THAN GOOD	
Excellent		Good	Fair Unsatisfactory		
KNOWLEDGE OF WORK	Executivity		- Tun	Chautsfactory	
	•	•	•	•	
Consider the employee's grasp of procedures, techniques, and instructions necessary to perform job and the degree to which skills have been mastered.	Thorough knowledge of all aspects of work. Can perform without assistance.	Knowledgeable in most phases of work. Can perform with little or no assistance.	Marginal grasp of the essential knowledge required to perform job. Requires much instruction and guidance.	Demonstrates little or no understanding of job and is unable or unwilling to master skills required to perform job satisfactorily.	
QUANTITY OF WORK	•	•	•	•	
Consider the volume of work produced under normal conditions and the rate of progress on assignments.	Rapid worker. Rate of progress on assignments and volume of output is consistently above average. Well organized.	Work output is at acceptable levels. Works at a steady pace. Work done timely.	Works slowly. Only occasionally is output considered average.	Very slow worker. Quantity of output is well below average of others in the same job classification. Does not utilize time effectively or efficiently.	
QUALITY OF WORK	•	•	•	•	
Consider the accuracy, thoroughness, and appearance of work assignments without regard to volume.	Extremely accurate worker. Consistently superior in all phases of this category.	Work is complete, well presented and accurate. Seldom needs revisions and/or corrections. Rarely repeats mistakes.	Work generally requires revisions and/or corrections. Often repeats mistakes. Repeatedly has difficulty adhering to applicable instructions.	Work is frequently incomplete or needs to be redone. Often repeats same kinds of mistakes Work is messy in appearance and/or poorly arranged.	
COOPERATION	•	•	•	•	
Consider manner of handling work relationships.	Goes out of way to cooperate.	Gets along well with associates.	Shows reluctance to cooperate.	Very poor cooperation.	
JUDGEMENT	•	•	•	•	
Does employee think intelligently and make decisions in a logical manner.	Thinks quickly, logically outstanding.	Judgment usually logical and reliable.	Inclined to be illogical.	Poor, unreliable.	
OTHER ELEMENTS	•	•	•	•	
Consider other elements of job performance which are not included above, yet are job related i.e. attendance, physical performance on job, supervisory ability, affirmative action					

responsibilities.*

* If comments pertaining to supervisory ability are appropriate, ability to delegate authority, to get work done through subordinates, and observance of personnel and affirmative action policies should be considered.

EMPLOYEE MAY ADD A REBUTTAL PAGE TO THE SERVICE RATING, WITHIN TWO (2) WEEKS AFTER REVIEWING AND SIGNING THE RATING. EMPLOYEE SHOULD SUBMIT REBUTTAL DIRECTLY TO HUMAN RESOURCES.

		VEMENT OR DEVELOPMENT IN ANY OF THE ABOY NTS DURING THE RATING PERIOD MAY BE NOTED		ROVEMENT		
OVERALL EVAL		ON OF EMPLOYEE:		1 (2) . f. d		
EXCELLENT		Employee regularly exceeds the requirer employee's job element ratings can be "good,				
GOOD		Employee meets all position requirements and may exceed them at times. Most of the employee's ratings must be "good." A "fair" rating in one job category is still an overall "good" rating, but is indicative of a performance problem that has to be corrected.				
FAIR		Employee has occasionally failed to meet performance. The employee must be raunsatisfactory ratings.	the requirements of the position thated "fair" in two or more job elements	nrough inconsistent ments and have no		
UNSATISFACTORY	7 🗆	Employee has failed to meet the require "unsatisfactory" in one or more job elements.		oyee must be rated		
RATED BY:	SIGNAT	URE:	TITLE	DATE		
REVIEWED BY:	SIGNAT	URE:	TITLE	DATE		
APPROVED BY:	SIGNAT	URE:	TITLE	DATE		
EMPLOYEE:	SIGNAT	URE:	TITLE	DATE		
NOTE TO EMPLOYEE:		ignature confirms that you have seen this report and	discussed it with your supervisor. It does	not indicate your		

agreement with or approval of the rating.

Pursuant to Article 38 section 2 of the collective bargaining agreement, "All Employees covered by this agreement shall be given copies of their completed service ratings at the time the Employee or Union Delegate signs the service rating".