

GOVERNMENT OF GUAM

WORK PLANNING & PERFORMANCE EVALUATION SYSTEM

EMPLOYEE NAME:		SOCIAL SECURITY NO.:	
POSITION TITLE:		DEPARTMENT:	
		DIVISION:	
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. The 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 second page of this form.			
COMMENTS ATTACHED:		INDIVIDUAL DEVELOPMENT PLAN ATTACHED?	
<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR		<input type="checkbox"/> YES <input type="checkbox"/> NO	
		EMPLOYEE'S SIGNATURE / DATE	
		SUPERVISOR'S SIGNATURE / DATE	
II. WORK PROGRESS			COMMENTS ATTACHED
This stage may take place at any time during the rating period. The supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on the second page of this form under each job task or attached on a separate sheet.			<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR
III. MID-PERIOD PERFORMANCE ADVISORY			
This stage takes place within one month before or after the approximate mid-point of the rating period. The 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 on the second page of this form.			
MIDPERIOD PERFORMANCE ADVISORY:		SUPERVISOR'S COMMENTS:	COMMENTS ATTACHED:
<input type="checkbox"/> Outstanding (Explain) <input type="checkbox"/> Highly Satisfactory (Explain) <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal (Explain) <input type="checkbox"/> Unsatisfactory (Explain)			<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> REVIEWER
Employee's Signature / Date		Supervisor's Signature / Date	Reviewer's Signature / Date
IV. FORMAL PERFORMANCE EVALUATION and V. PERFORMANCE EVALUATION INTERVIEW			
These are the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned on each job task and overall performance for the rating period.			
OVERALL PERFORMANCE RATING:		SALARY INCREMENT:	SUPERVISOR'S COMMENTS:
<input type="checkbox"/> Outstanding (Explain) <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory (Explain)		<input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	
			Supervisor's Signature / Date
EMPLOYEE:		COMMENTS:	
<input type="checkbox"/> I AGREE <input type="checkbox"/> I DISAGREE			
Employee's Signature / Date			
REVIEWER'S DETERMINATION: On the basis of my review, I have determined that the supervisor's ratings are appropriately justified.		COMMENTS:	
Reviewer's Signature / Date			
APPOINTING AUTHORITY: My signature indicates that I concur with the supervisor's evaluation of the employee, approve the recommended rating.		COMMENTS:	
Appointing Authority's Signature / Date			

**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:	FORMAL JOB TASK RATING
<input type="checkbox"/> Exceeds Work Performance Standards (Explain) <input type="checkbox"/> Highly Meets Work Performance Standards (Explain) <input type="checkbox"/> Meets Work Performance Standards <input type="checkbox"/> Barely Meets Work Performance Standards (Explain) <input type="checkbox"/> Below Work Performance Standards (Explain)	<input type="checkbox"/> EXCEEDS Work Performance Standards (Explain) <input type="checkbox"/> MEETS Work Performance Standards <input type="checkbox"/> BELOW Work Performance Standards (Explain)

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