

CLASSIFIED STAFF PERFORMANCE EVALUATION

Use for Self-Evaluation and Supervisor-Evaluation

Employee/Position Identification Information	
Position Number:	
Virginia Peninsula CC 293: Division/Department:	
Employee Name:	
Employee ID Number:	

Performance Evaluation	
Core Responsibilities - Rating Earned	Core Responsibilities - Comments on Results Achieved based on Employee Work Profile
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
Special Assignments - Rating Earned	Special Assignments – Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
Agency/Department Objectives – Rating Earned	Agency/Department Objectives - Comments on Results Achieved
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	
<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor	

Other significant results for the performance cycle:

Employee Development Results

Year-end Learning Accomplishments:

Overall Results Assessment and Rating Earned

IMPORTANT NOTES: An employee receiving an overall rating of "Below Contributor" must have received at least one Notice of Improvement Needed/Substandard Performance form during the performance cycle. An employee who earns an overall rating of "Below Contributor" must be reviewed again within three months.

An employee receiving an overall rating of "Extraordinary Contributor" must have received at least one Acknowledgment of Extraordinary Contribution form during the performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of "Extraordinary Contributor" for that performance cycle.

Overall Rating Earned	<input type="checkbox"/> Extraordinary Contributor <input type="checkbox"/> Contributor <input type="checkbox"/> Below Contributor
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Comments & Signatures

Supervisor Comments:	DO NOT USE THIS SECTION FOR SELF-EVALUATION	
Date:	Print Name:	Signature:
Reviewer Comments:	DO NOT USE THIS SECTION FOR SELF-EVALUATION	
Date:	Print Name:	Signature:
Employee Comments:		
Date:	Print Name:	Signature: