

This form is in a fillable PDF format. Type in the text boxes (use additional pages if more space is needed and indicate such in the appropriate text box); use the space key or mouse to add/delete checkmarks where appropriate.

PREPARATION

- Schedule an interview with each employee.
- Provide each employee with a copy of this form for self-evaluation.
 - NOTE: Self evaluation should be encouraged but not required.
- Complete this form prior to interview, commenting briefly on all performance elements. Those elements checked “Needs Improvement” or “Exceeds Expectations” require comment.
 - NOTE: Comments, negative or positive, should come as no surprise to the employee.
- Review the completed form with your manager prior to the employee interview.

INTERVIEW

- Meet with employee privately and without interruption.
- Review employee’s functional job description together with expectations and standards established and communicated at beginning of performance period.
- Discuss completed appraisal form(s), allowing for employee input.
- Encourage employee to make written comments on completed form.
- Sign the form in employee’s presence and secure his/her signature.

COMPLETING THE FORM

- If you use a word processor (PC) to complete this form, print a blank copy before you begin. This will ensure that your printer will print the form properly. Word processor font differences may affect the appearance of the form.
- With the Rating Category Key as your guide, clearly check (✓) the appropriate box for each element. Remember that these are behavioral elements and that your judgment in each case must be supported by fact.
- There are 23 performance elements for all employees and an additional 14 for supervisors and managers.
 - All 37 performance elements are stated at the “success” level and are to be considered the standard for “Meets Expectations.”
- Summarize the data on the Rating Score Sheet.

RATING CATEGORY KEY FOR DOP FORM EPA-3

- **Exceeds Expectations**
This overall evaluation demonstrates job performance at a level exceeding that of a satisfactory evaluation. The employee’s performance regularly surpasses the standards expected.
- **Meets Expectations**
This overall evaluation demonstrates success and competency in the performance of the job. The employee has produced the desired or intended results and completely satisfies the established standards and expectations.
- **Needs Improvement**
This indicates an overall performance that is unacceptable due to the employee’s own lack of effort or skills. The employee has not met the standards as expected and must take immediate corrective action.

NOTE: You will clearly check (✓) one of these three levels for each performance element (23 for all employees and an additional 14 for supervisors and managers). When you do so, you are comparing the employee’s actual performance to the standards and expectations established at the beginning of the performance period.