

GOVERNMENT OF GUAM
WORK PLANNING & PERFORMANCE EVALUATION SYSTEM

EMPLOYEE: _____	SS NO.: _____
POSITION TITLE: _____	DEPT./DIV.: _____
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. 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 reverse of this form.

COMMENTS ATTACHED	INDIVIDUAL DEVELOPMENT PLAN ATTACHED?	_____ EMPLOYEE'S SIGNATURE/DATE
<input type="checkbox"/> EMPLOYEE	<input type="checkbox"/> YES	
<input type="checkbox"/> SUPERVISOR	<input type="checkbox"/> NO	_____ SUPERVISOR'S SIGNATURE/DATE

II. WORK PROGRESS This stage may take place at anytime during the rating period. Supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on reverse side of this form under each job task, or attached on a separate form or sheet.	COMMENTS ATTACHED <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. 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.

Overall Advisory Rating: <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)	SUPERVISOR'S COMMENTS: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>	COMMENTS ATTACHED <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
This is the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned for the employee on each job task and overall for the rating period.

OVERALL PERFORMANCE RATING: <input type="checkbox"/> OUTSTANDING (Explain) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (Explain)	SALARY INCREMENT: <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	SUPERVISOR'S COMMENTS: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>
		_____ SUPERVISOR'S SIGNATURE/DATE

EMPLOYEE: <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 below indicates that I concur with the Supervisor's evaluation of the employee, approve the recommended rating, and certify funds availability should a salary increment be recommended.	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:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explain)
- MEETS Work Performance Standards
- BELOW Work Performance Standards (Explain)

COMMENTS:

MEMORANDUM

TO:

FROM: Director, Department of Administration

SUBJECT: PERFORMANCE REPORT
RE: Probationary Employee

Chapter 10A.9 of the Government of Guam Personnel rules and Regulations requires the appointing authority to evaluate the performance of employees serving an original or new probationary period to determine their employment status. This office requires that the probationary employee named below be evaluated. This form must be returned to the Department of Administration no later than _____, ten (10) work days from the established end of the probationary period. Please provide a copy of this form to the employee concerned and retain a copy for your files.

DIRECTOR, DEPARTMENT OF ADMINISTRATION

PERFORMANCE EVALUATION REPORT		PROBATIONARY EMPLOYEE									
NAME: _____											
POSITION TITLE: _____											
DATE PROBATION ENDS: _____											
TYPE OF PROBATION: <input type="checkbox"/> ORIGINAL (Complete Box A ONLY) <input type="checkbox"/> NEW (Complete Box B ONLY)											
A. ORIGINAL PROBATION											
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">OVERALL PERFORMANCE RATING</td> </tr> <tr> <td><input type="checkbox"/> Outstanding</td> </tr> <tr> <td><input type="checkbox"/> Highly Satisfactory</td> </tr> <tr> <td><input type="checkbox"/> Satisfactory</td> </tr> <tr> <td><input type="checkbox"/> Marginal (Must extend probation)</td> </tr> <tr> <td><input type="checkbox"/> Unsatisfactory</td> </tr> </table>	OVERALL PERFORMANCE RATING	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Highly Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal (Must extend probation)	<input type="checkbox"/> Unsatisfactory	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">RECOMMENDATION (Employee Shall Be)</td> </tr> <tr> <td><input type="checkbox"/> Given a permanent appointment in the classified service.</td> </tr> <tr> <td><input type="checkbox"/> Continued on probationary status for additional ____ days.</td> </tr> <tr> <td><input type="checkbox"/> Dismissed from the position. Notice to employee attached.</td> </tr> </table>	RECOMMENDATION (Employee Shall Be)	<input type="checkbox"/> Given a permanent appointment in the classified service.	<input type="checkbox"/> Continued on probationary status for additional ____ days.	<input type="checkbox"/> Dismissed from the position. Notice to employee attached.
OVERALL PERFORMANCE RATING											
<input type="checkbox"/> Outstanding											
<input type="checkbox"/> Highly Satisfactory											
<input type="checkbox"/> Satisfactory											
<input type="checkbox"/> Marginal (Must extend probation)											
<input type="checkbox"/> Unsatisfactory											
RECOMMENDATION (Employee Shall Be)											
<input type="checkbox"/> Given a permanent appointment in the classified service.											
<input type="checkbox"/> Continued on probationary status for additional ____ days.											
<input type="checkbox"/> Dismissed from the position. Notice to employee attached.											
B. NEW PROBATION PERIOD:											
<input type="checkbox"/> PROMOTION	<input type="checkbox"/> TRANSFER	<input type="checkbox"/> VOLUNTARY DEMOTION									
<input type="checkbox"/> RE-APPOINTMENT	<input type="checkbox"/> OTHER: _____										
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">OVERALL PERFORMANCE RATING</td> </tr> <tr> <td><input type="checkbox"/> Outstanding</td> </tr> <tr> <td><input type="checkbox"/> Highly Satisfactory</td> </tr> <tr> <td><input type="checkbox"/> Satisfactory</td> </tr> <tr> <td><input type="checkbox"/> Marginal (Must extend probation)</td> </tr> <tr> <td><input type="checkbox"/> Unsatisfactory</td> </tr> </table>	OVERALL PERFORMANCE RATING	<input type="checkbox"/> Outstanding	<input type="checkbox"/> Highly Satisfactory	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Marginal (Must extend probation)	<input type="checkbox"/> Unsatisfactory	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">RECOMMENDATION (Employee Shall Be)</td> </tr> <tr> <td><input type="checkbox"/> Removed from probationary status and given a permanent appointment in the position.</td> </tr> <tr> <td><input type="checkbox"/> Continued on probationary status for additional ____ days.</td> </tr> <tr> <td><input type="checkbox"/> Served a notice of non-performance with intent to remove from position. Notice to employee attached.</td> </tr> </table>	RECOMMENDATION (Employee Shall Be)	<input type="checkbox"/> Removed from probationary status and given a permanent appointment in the position.	<input type="checkbox"/> Continued on probationary status for additional ____ days.	<input type="checkbox"/> Served a notice of non-performance with intent to remove from position. Notice to employee attached.
OVERALL PERFORMANCE RATING											
<input type="checkbox"/> Outstanding											
<input type="checkbox"/> Highly Satisfactory											
<input type="checkbox"/> Satisfactory											
<input type="checkbox"/> Marginal (Must extend probation)											
<input type="checkbox"/> Unsatisfactory											
RECOMMENDATION (Employee Shall Be)											
<input type="checkbox"/> Removed from probationary status and given a permanent appointment in the position.											
<input type="checkbox"/> Continued on probationary status for additional ____ days.											
<input type="checkbox"/> Served a notice of non-performance with intent to remove from position. Notice to employee attached.											
A copy has been given to the employee.											
_____ SUPERVISOR'S NAME	_____ SIGNATURE/DATE										
_____ EMPLOYEE'S NAME	_____ SIGNATURE/DATE										
_____ DEPARTMENT HEAD'S NAME	_____ SIGNATURE/DATE										