



State of Connecticut Human Resources  
**Employee Service Rating**  
**Maintenance & Service (NP-2) Unit**

Form # PER-148

Revision Date: 12/2003

TYPE OF PERFORMANCE APPRAISAL			DATE
<input type="checkbox"/> INITIAL PROBATIONARY <input type="checkbox"/> ANNUAL <input type="checkbox"/> PROMOTIONAL <input type="checkbox"/> OTHER			DATE OF LAST REVIEW
EMPLOYEE NAME	EMPLOYEE NUMBER	TITLE	PERIOD COVERED
DIVISION		DEPARTMENT	

**INSTRUCTIONS:** Evaluate the employee on the job (position) being performed during the period noted above. Check the box which represents your objective evaluation of each job element.

**DEFINITIONS:**

EXCELLENT	- Exceeds Standards Consistently
GOOD	- Meets All Expectations, High Achiever, Strives Towards Excellence
SATISFACTORY	- Meets Minimum Required Standards of Acceptance
FAIR	- Requires improvement, Yet is Passable
UNSATISFACTORY	- Below Acceptable Standards

JOB ELEMENTS	EXCELLENT	GOOD	SATISFACTORY	FAIR	UNSATISFACTORY
<b>KNOWLEDGE OF WORK:</b> (Job Related) What individual knows through education, experience and special training.					
<b>QUANTITY OF WORK:</b> Volume of work produced.					
<b>QUALITY OF WORK:</b> Neatness, accuracy, frequency of errors.					
<b>ATTENDANCE:</b> Tardiness, absenteeism, use of sick leave.					
<b>COOPERATIVENESS:</b> Acceptance of authority, directives, work relationships with fellow employees, accepting responsibility.					

**COMMENTS:** (Provide brief explanation of reasons for any category rating of Fair or Unsatisfactory. Relative supportive comments for ratings are permissible. [Reference Article 9, Section Five of the Contract])

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**OVERALL RATING:** A rating of “Unsatisfactory” in one (1) category or of “Fair” in two (2) categories shall constitute a rating of “Less Than Good”.

Check Appropriate Box

EXCELLENT  GOOD  SATISFACTORY  FAIR  UNSATISFACTORY

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RATED BY:

DATE:

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REVIEWED BY:

DATE:

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APPROVED BY:

DATE:

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EMPLOYEE:

DATE:

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**NOTE TO EMPLOYEE:** Your signature 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. [Reference: Article 9, Section Two of the Contract].

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**NOTE TO SUPERVISOR:** Ensure that the employee receives a copy of this service rating at the time of signing.

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