

STATE OF ARKANSAS  
 PERFORMANCE EVALUATION PLAN RATING FORM

Agency/Institution \_\_\_\_\_ Item/Position Number \_\_\_\_\_

Employee Date:  
 Employee's Name \_\_\_\_\_ Employee's Soc. Sec. No. \_\_\_\_\_

Employee's Classification \_\_\_\_\_ Date of Evaluation \_\_\_\_\_

Rater's Data:  
 Rater's Name \_\_\_\_\_ Rater's Soc. Sec. No. \_\_\_\_\_

Rater's Classification \_\_\_\_\_ Telephone No. \_\_\_\_\_

Rating Period From \_\_\_\_\_ To \_\_\_\_\_

<u>Relative Importance Scale</u>	<u>Performance Categories Rating Scale</u>
<p><b>A</b> - This function represents the major reason the job exists. It is critical to the performance of the job as a whole and to the accomplishment of Department goals and work unit priorities. In most cases, this function consumes the majority of the employee's time.</p> <p><b>B</b> - This function is essential to the performance of the job as a whole and to the accomplishment of Department goals and work unit priorities. In most cases, this duty will consume a great amount of the employee's time.</p> <p><b>C</b> - This function is important to the performance of the job as a whole and to the accomplishment of Department goals and unit priorities. This duty will not generally consume a great amount of the employee's time.</p>	<p><b>E-Exceeds Standards:</b> an overall evaluation which demonstrates performance of the job duties and responsibilities at a level substantially exceeding that of a satisfactory evaluation.</p> <p><b>S-Satisfactory:</b> an overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job.</p> <p><b>U-Unsatisfactory:</b> an overall performance of job duties that is unacceptable in quality, accuracy, and timeliness.</p>

In the appropriate columns below, summarize the performance evaluation by listing Duty Area Numbers, Summary Statements, Relative Importance, and Duty Area Ratings. Place OVERALL PERFORMANCE EVALUATION RATING in designated area. Use the appropriate letter abbreviations from the scales above to define Relative Importance and Duty Area Rating.

DUTY AREA NUMBER	DUTY AREA SUMMARY	RELATIVE IMPORTANCE	DUTY AREA RATING

OVERALL PERFORMANCE EVALUATION

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PERFORMANCE EVALUATION RATING FORM

(Attach to Front Page as needed)

ATTACHMENT A

Page of

Employee's Name \_\_\_\_\_ Employee's Soc. Sec. No. \_\_\_\_\_

Rating Period From \_\_\_\_\_ to \_\_\_\_\_ Rater's Name \_\_\_\_\_

Duty Area Number	Standard and Results	Relative Importance (A, B, or C)	Rating (E, S, or U)
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PERFORMANCE EVALUATION RATING FORM

ATTACHMENT A

(Attach to Front Page as needed)

Page of

Employee's Name \_\_\_\_\_ Employee's Soc. Sec. No. \_\_\_\_\_

Rating Period From \_\_\_\_\_ to \_\_\_\_\_ Rater's Name \_\_\_\_\_

Duty Area Number	Standard and Results	Relative Importance (A, B, or C)	Rating (E, S, or U)
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Employee's Name \_\_\_\_\_ Employee's Soc. Sec. No. \_\_\_\_\_

**This section is to be completed when Standards are established at beginning of rating period.**

These standards were established in consultation with the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I have reviewed these standards and understand my performance will be measured against them.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have reviewed these standards and agree that they are appropriate for the position.

\_\_\_\_\_  
Reviewing Official

\_\_\_\_\_  
Date

**This section is to be completed at conclusion of the rating period.**

My supervisor and I have reviewed my performance evaluation. My comments on the evaluation are as follows: (Additional pages may be attached if necessary.)

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

(Note: Signature does not necessarily mean agreement)

My employee and I have reviewed the employee's evaluation and all attachments.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

I have reviewed the employee's performance evaluation and all attachments.

\_\_\_\_\_  
Reviewing Official

\_\_\_\_\_  
Date

PERFORMANCE EVALUATION RATING FORM  
STANDARD DEFINITION WORK SHEET

STAN- DARD NUMBER	TASKS ASSIGNED	DUTY AREA	PERFORMANCE INDICATOR

PERFORMANCE EVALUATION RATING FORM  
STANDARD DEFINITION WORK SHEET

STAN- DARD NUMBER	TASKS ASSIGNED	DUTY AREA	PERFORMANCE INDICATOR