

**EMPLOYEE PERFORMANCE APPRAISAL
MANAGERIAL AND SUPERVISORY**

JD-ES-206 Rev. 12-15

OVERALL EVALUATION☐ Satisfactory ☐ Not Satisfactory**STATE OF CONNECTICUT
JUDICIAL BRANCH**

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|---------------|---------------------------------|---|
| EMPLOYEE NAME | JOB TITLE | EMPLOYEE NO. |
| SUPERVISOR | REVIEW PERIOD _____ to _____ | PROBATION <input type="checkbox"/> YES <input type="checkbox"/> NO |

RATING KEY**Y** = Met expectation.**I** = Met expectations inconsistently.**N** = Did not meet expectation.**N/A** = This measure is not applicable to the employee's present duties.**PERFORMANCE ELEMENTS****Adheres to established guidelines and rules of the Branch and Division** _____☐ Addressed in narrative**A. ORGANIZATIONAL RELATIONSHIPS**

1. Executes direction and plans from supervisors _____
2. Keeps supervisors informed _____
3. Submits reports in a timely manner _____
4. Works effectively with supervisors and peers _____
5. Profits from constructive criticism _____

☐ Addressed in narrative**B. SUBORDINATE DEVELOPMENT AND RELATIONSHIP**

1. Recommends competent employees for hire/promotion _____
2. Delegates appropriately _____
3. Effectively deals with employee conflict _____
4. Provides opportunity for growth, challenges and motivates staff _____
5. Applies consistent performance standards _____

☐ Addressed in narrative**C. COMMUNICATION**

1. Effectively presents, exchanges and reviews information both orally and in writing _____
2. Promotes mutual understanding, respect and productivity _____
3. Appropriately expresses opinions _____
4. Keeps others informed _____

☐ Addressed in narrative**D. INNOVATION AND CHANGE**

1. Initiates change when necessary _____
2. Generates ideas to solve problems and improve performance _____
3. Exhibits creativity _____
4. Receptive to new ideas _____
5. Encourages others to accept change _____

☐ Addressed in narrative**E. PERFORMANCE STANDARDS**

1. Reviews alignment of departmental goals and objectives with Branch direction _____
2. Accurately evaluates individual and departmental performance _____
3. Effectively communicates standards _____

☐ Addressed in narrative**F. JUDGMENT AND DECISION MAKING**

1. Accumulates all relevant information prior to making decisions _____
2. Presents well considered and appropriate alternatives when making recommendations _____
3. Makes decisions in a timely manner _____

☐ Addressed in narrative**G. EXPENSE CONTROL AND REDUCTION**

1. Tracks and adheres to financial plan _____
2. Makes sound decisions that consider cost/benefit _____
3. Accurate estimation of expense levels _____
4. Innovative ideas to reduce expenses _____

☐ Addressed in narrative**H. PLANNING**

1. Develops realistic plans that meet divisional goals and future needs _____
2. Exhibits foresight in recognizing potential problems and develops solutions _____
3. Foresees changes and trends _____

☐ Addressed in narrative**I. JOB KNOWLEDGE AND TECHNICAL APPLICATION**

1. Displays knowledge and expertise of sound management practices _____
2. Keeps technical knowledge current _____
3. Improves supervisory skills through internal and external training programs _____

☐ Addressed in narrative**J. ADMINISTRATION**

1. Ability to manage consistent with Branch policies and procedures _____
2. Maintains effective checks and controls over area of responsibility _____
3. Overall effectiveness for systems functioning smoothly _____

☐ Addressed in narrative**K. MANAGEMENT EFFECTIVENESS AND LEADERSHIP**

1. Delegates effectively and supervises follow-through _____
2. Persuasive, fair and impartial _____
3. Sets high standards _____
4. Establishes clear focus and direction _____
5. Achieves desired results with support, confidence and integrity _____

☐ Addressed in narrative**L. ATTENDANCE (See note in Narrative Summary)**

1. Maintains acceptable attendance record _____

☐ Addressed in narrative

Note: Any absence under workers' compensation or the FMLA must not be included in attendance monitoring, must not be mentioned in the narrative and must not have any impact on the rating for attendance.

☐ Additional pages attached



☐ Additional pages attached

SUGGESTED IMPROVEMENTS

☐ Additional pages attached

EMPLOYEE COMMENTS

☐ Additional pages attached

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|---------------------|-------------|--|------|
| SIGNED (Employee) | DATE SIGNED | Employee signature acknowledges receipt of review and does not necessarily indicate agreement. | |
| SIGNED (Supervisor) | DATE SIGNED | SIGNED (Approving Authority) | DATE |

