

**EMPLOYEE PERFORMANCE APPRAISAL
MANAGERIAL AND SUPERVISORY**

JD-ES-206 Rev. 12-15

**STATE OF CONNECTICUT
JUDICIAL BRANCH**

www.jud.ct.gov



OVERALL EVALUATION

Satisfactory Not Satisfactory

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 <input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
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	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	
L. ATTENDANCE (See note in Narrative Summary)	
1. Maintains acceptable attendance record	_____
<input type="checkbox"/> <i>Addressed in narrative</i>	

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

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

