

**EMPLOYEE PERFORMANCE APPRAISAL
PROFESSIONAL, TECHNICAL AND
PROTECTIVE SERVICES**

JD-ES-207 Rev. 12-15

OVERALL EVALUATION

☐ Satisfactory ☐ Not Satisfactory

**STATE OF CONNECTICUT
JUDICIAL BRANCH**
www.jud.ct.gov



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. QUALITY OF WORK

1. Completes high quality work with thoroughness and accuracy to achieve results _____
 2. Thoroughly follows standards and procedures _____
 3. Keeps complete records _____
 4. Pays adequate attention to detail _____
- ☐ *Addressed in narrative*

B. QUANTITY OF WORK

1. Completes assignments by or before deadline _____
 2. Produces acceptable quantity of work _____
 3. Maintains control of work regardless of environmental pressures _____
 4. Manages Priorities _____
 5. Accepts new responsibilities _____
- ☐ *Addressed in narrative*

C. COMMUNICATION

1. Articulates in a clear, concise and appropriate assertive manner _____
 2. Produces readable, concise and accurate written documentation _____
 3. Provides professional service to both internal and external clients _____
 4. Appropriately expresses opinions _____
- ☐ *Addressed in narrative*

D. INNOVATION AND CREATIVITY

1. Generates workable ideas, concepts and techniques _____
 2. Willing to attempt new approaches _____
 3. Simplifies and/or improves procedures, techniques and processes _____
- ☐ *Addressed in narrative*

E. ORGANIZATION AND PLANNING

1. Sets priorities to optimize time usage _____
 2. Engages in short and long term planning _____
 3. Proposes milestones which allow progress to be adequately measured _____
 4. Adheres to schedules and plans _____
- ☐ *Addressed in narrative*

F. JUDGMENT AND DECISION MAKING

1. Considers relevant alternatives before making decisions _____
 2. Shows timeliness and conviction in making recommendations and decisions _____
- ☐ *Addressed in narrative*

G. ANALYTICAL AND PROBLEM SOLVING

1. Understands and defines problems clearly _____
 2. Formulates realistic solutions _____
 3. Participates constructively in group problem solving _____
 4. Anticipates and prevents problems _____
- ☐ *Addressed in narrative*

H. SELF-IMPROVEMENT AND INITIATIVE

1. Responds with constructive activities after manager's feedback _____
 2. Attempts to keep knowledge current in the field _____
 3. Resourceful in accomplishing tasks _____
 4. Seeks out educational opportunities _____
- ☐ *Addressed in narrative*

I. JOB KNOWLEDGE AND TECHNICAL APPLICATION

1. Demonstrates the knowledge and technical competence required _____
 2. Keeps job knowledge and technical skills current _____
 3. Uses past experience to solve problems _____
 4. Applies Branch and Division information _____
- ☐ *Addressed in narrative*

J. SUPERVISION

1. Executes directions and plans from manager _____
 2. Completes assigned tasks with minimal supervision and follow-up _____
 3. Accepts constructive criticism and feedback _____
 4. Keeps manager involved and informed on a timely basis _____
- ☐ *Addressed in narrative*

K. TEAMWORK

1. Assists others when needed _____
 2. Participates effectively in the work team by offering ideas _____
 3. Listens to other's suggestions or ideas _____
 4. Prevents or resolves conflict _____
 5. Effectively manages team when needed _____
- ☐ *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

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

