

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

JD-ES-207 Rev. 12-15

**STATE OF CONNECTICUT  
JUDICIAL BRANCH**

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**OVERALL EVALUATION**

Satisfactory  Not Satisfactory

EMPLOYEE NAME

JOB TITLE

EMPLOYEE NO.

SUPERVISOR

REVIEW PERIOD

PROBATION

YES

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*

**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*

**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*

**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*

**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*

**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*

**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*

**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*

**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*

**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*

**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*

**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 ( <i>Employee</i> )	DATE SIGNED	<b>Employee signature acknowledges receipt of review and does not necessarily indicate agreement.</b>	
SIGNED ( <i>Supervisor</i> )	DATE SIGNED	SIGNED ( <i>Approving Authority</i> )	DATE

