

**EMPLOYEE PERFORMANCE APPRAISAL
ADMINISTRATIVE CLERICAL, SUPPORT
AND MAINTENANCE**

JD-ES-208 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 _____ ☐ *Addressed in narrative*

A. QUALITY OF WORK

1. Completes assignments, processes duties thoroughly _____
 2. Accuracy, neatness and confidentiality _____
 3. Works independently when necessary _____
 4. Processes necessary paperwork with attention to detail _____
- ☐ *Addressed in narrative*

B. QUANTITY OF WORK

1. Completes assignments by or before deadline _____
 2. Produces acceptable quantity of work _____
 3. Works at a steady pace regardless of environmental pressures _____
 4. Accepts new responsibilities _____
- ☐ *Addressed in narrative*

C. COMMUNICATION

1. Provides correct information _____
 2. Presents ideas effectively, and listens to others _____
 3. Writes clear and concise documentation _____
 4. Provides professional service to both internal and external clients _____
 5. Appropriately expresses opinions _____
- ☐ *Addressed in narrative*

D. DEPENDABILITY

1. Punctuality, attendance and attentiveness _____
 2. Meets commitments, accepts accountability _____
 3. Keeps focused under pressure _____
- ☐ *Addressed in narrative*

E. ORGANIZATION AND PLANNING

1. Schedules time effectively _____
 2. Prioritizes assignments to avoid crises _____
 3. Plans own daily work and accomplishes tasks _____
 4. Keeps work area orderly _____
 5. Initiates activities to stay busy and productive, when necessary _____
- ☐ *Addressed in narrative*

F. DECISION MAKING AND PROBLEM SOLVING

1. Presents and weighs alternatives before making decision _____
 2. Consults others when appropriate _____
 3. Anticipates and prevents problems _____
 4. Generates alternative solution and selects optimal solution _____
- ☐ *Addressed in narrative*

G. ADAPTABILITY

1. Shows flexibility when responding to change _____
 2. Willingly takes on new responsibilities _____
 3. Effectively handles pressure _____
- ☐ *Addressed in narrative*

H. INITIATIVE

1. Persistence and resourcefulness _____
 2. Sees beyond immediate assignments and acts on opportunities and problem areas _____
 3. Generates new ideas _____
 4. Practices professional self-development _____
- ☐ *Addressed in narrative*

I. JOB KNOWLEDGE

1. Applies knowledge to job requirements _____
 2. Uses past experience to solve problems _____
 3. Follows Branch and Division procedures _____
- ☐ *Addressed in narrative*

J. SUPERVISION

1. Accepts direction and supervision in a positive manner _____
 2. Keeps supervisor advised of problems, ideas, and decisions when needed _____
 3. Delegates responsibility _____
- ☐ *Addressed in narrative*

K. TEAMWORK

1. Works well and cooperates with others _____
 2. Demonstrates responsiveness to requests from others _____
 3. Provides assistance when need _____
 4. Helps resolve conflict _____
- ☐ *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

