

GOVERNMENT OF GUAM
WORK PLANNING & PERFORMANCE EVALUATION SYSTEM

EMPLOYEE: _____ POSITION TITLE: _____ RATING PERIOD: FROM: _____ PERIOD OF SUPERVISION: FROM: _____ SUPERVISOR: _____	SSN: _____ DEPT/DIV: _____ TO: _____ TO: _____ REVIEWER: _____	
DETAILED INSTRUCTIONS FOR COMPLETING THIS FORM CAN BE FOUND IN THE SUPERVISOR'S HANDBOOK		
I. WORK PLANNING This stage takes place at the beginning of the rating period. Supervisor and employee meet to discuss and establish primary job tasks and performance standards for the rating period. List job tasks and performance standards on the reverse of this form.		
COMMENTS ATTACHED <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR	INDIVIDUAL DEVELOPMENT PLAN ATTACHED? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ EMPLOYEE'S SIGNATURE/DATE _____ SUPERVISOR'S SIGNATURE/DATE
II. WORK PROGRESS This stage may take place at anytime during the rating period. Supervisor and employee meet to review the employee's work progress in relation to the established performance standards. Comments may be made on reverse side of this form under each job task, or attached on a separate form or sheet.		COMMENTS ATTACHED <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR
III. MID-PERIOD PERFORMANCE ADVISORY This stage takes place within one month before or after the approximate mid-point of the rating period. Supervisory and employee meet to discuss advisory ratings assigned for the employee on each job task and overall for the first half of the rating period.		
OVERALL ADVISORY RATING: <input type="checkbox"/> Outstanding (Explain) <input type="checkbox"/> Highly Satisfactory (Explain) <input type="checkbox"/> Satisfactory <input type="checkbox"/> Marginal (Explain) <input type="checkbox"/> Unsatisfactory (Explain)	SUPERVISOR'S COMMENTS: <div style="height: 80px;"></div>	COMMENTS ATTACHED <input type="checkbox"/> EMPLOYEE <input type="checkbox"/> SUPERVISOR <input type="checkbox"/> REVIEWER
_____ EMPLOYEE'S SIGNATURE/DATE	_____ SUPERVISOR'S SIGNATURE/DATE	_____ REVIEWER'S SIGNATURE/DATE
IV. FORMAL PERFORMANCE EVALUATION AND V. PERFORMANCE EVALUATION INTERVIEW This is the final two stages of the evaluation process. The supervisor evaluates and the supervisor and employee meet to discuss the performance ratings assigned for the employee on each job task and overall for the rating period.		
OVERALL PERFORMANCE RATING <input type="checkbox"/> OUTSTANDING(Explain) <input type="checkbox"/> SATISFACTORY <input type="checkbox"/> UNSATISFACTORY (Explain)	SALARY INCREMENT: <input type="checkbox"/> RECOMMENDED <input type="checkbox"/> NOT RECOMMENDED	SUPERVISOR'S COMMENT'S: _____ SUPERVISOR'S SIGNATURE/DATE
EMPLOYEE: <input type="checkbox"/> I AGREE <input type="checkbox"/> I DISAGREE	_____ EMPLOYEE'S SIGNATURE/DATE	COMMENTS: <div style="height: 50px;"></div>
REVIEWER'S DETERMINATION: On the basis of my review, I have determined that the Supervisor's ratings are appropriately justified.		COMMENTS: <div style="height: 50px;"></div>
_____ REVIEWER'S SIGNATURE/DATE		COMMENTS: <div style="height: 50px;"></div>
APPOINTING AUTHORITY: My signature below indicates that I concur with the Supervisor's evaluation of the employee, approve the recommended rating, and certify funds availability should a salary increment be recommended.		COMMENTS: <div style="height: 50px;"></div>
_____ APPOINTING AUTHORITY'S SIGNATURE/DATE		COMMENTS: <div style="height: 50px;"></div>

**WORK PLANNING & PERFORMANCE EVALUATION SYSTEM
JOB TASKS/PERFORMANCE STANDARDS**

List the employee's primary job tasks for this rating period and the performance standards which will be used to evaluate the employee's performance of these tasks in the appropriate spaces below. Attach additional copies as needed.

JOB TASK:

Performance Standard: (Employee successfully meets job requirements if):

Work Progress Review Comments:

ADVISORY JOB TASK RATING:

- Exceeds Work Performance Standards (Explain)
- Highly Meets Work Performance Standards (Explain)
- Meets Work Performance Standards
- Barely Meets Work Performance Standards (Explain)
- Below Work Performance Standards (Explain)

COMMENTS:

FORMAL JOB TASK RATING:

- EXCEEDS Work Performance Standards (Explains)
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