

# MISSISSIPPI STATE PERSONNEL BOARD

## PERFORMANCE REVIEW ASSESSMENT

REVISION DATE: JUNE 1, 2020

MANAGEMENT

NON-MANAGEMENT

PROBATIONARY

### A. DEMOGRAPHIC/SIGNATURES

SECTION 1. EMPLOYEE DEMOGRAPHICS			
ACE ID:		NUMBER OF PEOPLE SUPERVISED:	
EMPLOYEE NAME:			
JOB TITLE:		PIN:	
AGENCY:		COUNTY:	
SUPERVISOR NAME:			
<b>REASON FOR ASSESSMENT:</b>	<b>PERFORMANCE EVALUATION</b>	<b>PERSONNEL ACTION</b>	
<b>SIGNATURE CONFIRMS EMPLOYEE ACKNOWLEDGEMENT OF JOB DUTIES AND PERFORMANCE EXPECTATIONS</b>			
ASSESSMENT START DATE:			
ASSESSMENT END DATE:			
SUPERVISOR SIGNATURE:		DATE:	
FIRST LEVEL REVIEWER SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

SECTION 2. MIDPOINT REVIEW ACKNOWLEDGEMENT			
SUPERVISOR COMMENTS			
SUPERVISOR SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

SECTION 3. FINAL ASSESSMENT RATING			
1.0 - 1.9 IMPROVEMENT NEEDED      2.0 - 2.9 SUCCESSFUL      3.0 OUTSTANDING			
SUPERVISOR SIGNATURE:		DATE:	
FIRST LEVEL REVIEWER SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

**B. PERFORMANCE ASSESSMENT**

**ASSESSMENT RATING SYSTEM**

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS:**

**# 1. JOB KNOWLEDGE / TECHNICAL ABILITY**

ACQUIRES AND APPLIES KNOWLEDGE AND SKILLS TO EFFECTIVELY PERFORM ALL PARTS OF THE JOB.

TASKS / DUTIES TO BE RATED:

ENTER RATING FOR FACTOR #1 HERE ----->

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

**B. PERFORMANCE ASSESSMENT (CONTINUED)**

ASSESSMENT RATING SYSTEM

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS (CONTINUED):**

**# 2. USE OF REQUIRED SYSTEMS/PROGRAMS/EQUIPMENT OR TOOLS**

DEMONSTRATES THE ABILITY TO EFFECTIVELY AND ACCURATELY USE REQUIRED PROGRAMS, EQUIPMENT OR TOOLS.

SYSTEMS/PROGRAMS/EQUIPMENT/INSTRUMENTS TO BE RATED:

ENTER RATING FOR FACTOR #2 HERE ----->

2.5

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

**B. PERFORMANCE ASSESSMENT (CONTINUED)**

<b>ASSESSMENT RATING SYSTEM</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">IMPROVEMENT NEEDED</td></tr> <tr><td style="text-align: center;">1.0 OR 1.5</td></tr> </table>	IMPROVEMENT NEEDED	1.0 OR 1.5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">SUCCESSFUL</td></tr> <tr><td style="text-align: center;">2.0 OR 2.5</td></tr> </table>	SUCCESSFUL	2.0 OR 2.5	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="text-align: center;">OUTSTANDING</td></tr> <tr><td style="text-align: center;">3.0</td></tr> </table>	OUTSTANDING	3.0
IMPROVEMENT NEEDED									
1.0 OR 1.5									
SUCCESSFUL									
2.0 OR 2.5									
OUTSTANDING									
3.0									

**PERFORMANCE FACTORS (CONTINUED):**

**#3. PROBLEM SOLVING/DECISION MAKING**

EXHIBITS SOUND AND ACCURATE JUDGEMENT IN IDENTIFYING AND ADDRESSING ISSUES THAT ARISE IN THE COURSE OF WORK.

TASKS / DUTIES TO BE RATED:

ENTER RATING FOR FACTOR #3 HERE ----->

3.0

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:



IF YOU ARE EVALUATING A **NON-MANAGER**, STOP HERE.

IF YOU ARE EVALUATING A **MANAGER OF PEOPLE OR PROGRAMS**, COMPLETE PAGE 5.

**B. PERFORMANCE ASSESSMENT (CONTINUED)**

**ASSESSMENT RATING SYSTEM**

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS (CONTINUED):**

**# 4. PROJECT / PEOPLE MANAGEMENT AND DELEGATION**

PLANS, ORGANIZES, EXECUTES, MONITORS, AND CLOSES WORK EFFECTIVELY TO SUCCESSFULLY COMPLETE GOALS AND OBJECTIVES.

**APPLIES ONLY TO MANAGERS OF PEOPLE OR PROGRAMS**

TASKS / DUTIES TO BE RATED:

[Empty box for tasks/duties to be rated]

ENTER RATING FOR FACTOR #4 HERE ----->

2.5

ENTER "0" IF NON-MANAGEMENT  
(ZERO WILL NOT BE AVERAGED)

SUPERVISOR COMMENTS:

[Empty box for supervisor comments]

EMPLOYEE COMMENTS:

[Empty box for employee comments]