



State of Connecticut Human Resources
EMPLOYEE SERVICE RATING
ADMINISTRATIVE AND RESIDUAL (P5) UNIT

Form #: Per 127
Revision Date: 3/2000

INSTRUCTIONS: Read instructions on reverse
Side carefully before completing this report.

TO: Human Resources Business Center, Dept. of Administrative Services, 165 Capitol Avenue, Hartford, CT 06106

TYPE OF SERVICE RATING

☐ INITIAL PROBATIONARY ☒ ANNUAL ☐ PROMOTIONAL ☐ OTHER (Specify)

EMPLOYEE NAME

Adam Osmond

CLASS TITLE

FAA

DEPARTMENT OR INSTITUTION

DECD

PERIOD
COVERED

FROM

9/01/15

TO

8/31/16

AI DATE

Jan. 2017

FACTORS

Good or
Better

Less Than
Good

DEFINITION OF RATINGS

Evaluate the employee on the job now being performed based on the report period. Check (x) the rating category which most nearly describes your overall judgment for each of the job factors

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EXCELLENT = Distinctly and consistently outstanding.
SUPERIOR = Definitely above the norm.
SATISFACTORY = Meets basic requirements
FAIR = Need for improvement.
UNSATISFACTORY = Definitely inadequate
NOTE: Written explanations are required for ratings of "Less than Good", and they are recommended for ratings of "Excellent".

QUALITY OF WORK:

Thoroughness, accuracy and appearance of work, regardless of volume

X

EXPLANATION

Loan set-ups were not being completed in a timely manner, which resulted in Client complaints. The quality of reports submitted has decreased from prior submittals of the same reports. Reports required re-work. We have had conversations with Adam regarding this, attached are the notes.

SUGGESTIONS FOR IMPROVEMENT

Continue to update loan tracking report on a daily basis to maintain status of loan set-ups. Reports should include only relevant data and be formatted before submitting.

QUANTITY OF WORK:

The amount of work produced under normal conditions, disregarding errors, and giving full consideration to contributions in all official areas.

X

EXPLANATION

The quantity of work produced by Adam has decreased. Adam has had difficulty completing his primary assigned work such as legal bills, loan modifications, set-ups & AG memos. Work such as legal bills, loan modifications and set-ups had to be reassigned to other staff. We have had conversations with Adam regarding this, attached are the notes.

SUGGESTIONS FOR IMPROVEMENT

Adam should focus on completing primary tasks in a timely manner.

DEPENDABILITY:

The ability to do assigned tasks on schedule under normal circumstances with a minimum of supervision. Unauthorized absence should be considered as it affects dependability.

X

EXPLANATION

Adam required repeated direction and monitoring of assignments from his Supervisor. Adam could not be relied on to complete assignments so that re-assignments to other staff were required. To monitor work status, weekly assignment tasks were implemented by Supervisor. Adam's attendance may have contributed to his decrease in dependability. We have had conversations with Adam regarding this, attached are the notes.

SUGGESTIONS FOR IMPROVEMENT

ABILITY TO DEAL WITH PEOPLE:

Relationships with staff and the public; cooperativeness.

X

EXPLANATION

Adam is helpful in communicating information to Project Managers.

SUGGESTIONS FOR IMPROVEMENT

SUPERVISORY ABILITY:

(if applicable)

The ability to delegate authority and accomplish assigned tasks through subordinates.

EXPLANATION

N/A

SUGGESTIONS FOR IMPROVEMENT

RATED BY:

SIGNATURE

SIGNATURE

TITLE

TITLE

DATE

DATE

REVIEWED BY:



SIGNATURE

TITLE

DATE

"Less Than Good" service rating must include a recommendation regarding the annual increment and should result in counseling of the employee.

DUPLICATE

APPOINTING AUTHORITY OR AUTHORIZED REPRESENTATIVE:	SIGNATURE 	TITLE Commissioned	DATE 9-28-16	<input checked="" type="checkbox"/> Award A.L. <input type="checkbox"/> Deny A.L.
EMPLOYEE:	SIGNATURE 	TITLE	DATE 09/28/2016	
NOTE TO EMPLOYEE: Your signature confirms that you have seen this report and discussed it with your supervisor. It does not indicate your agreement with or approval of the rating. The supervisor must give the employee a copy of the rating at the time the employee signs it. Should any subsequent change be made, all copies must be revised, and the change must be initialed by the employee.				

DUPLICATE