PAST PERFORMANCE ASSESSMENT FORM

The assessment form should be used to formally assess the work performance of an employee during a designated assessment period. The Past Performance Assessment form must be completed for **(1)** an employee’s probationary midpoint evaluation and **(2)** as a ratings justification for the annual Past Performance Appraisal Form. In addition, the form can be used to conduct the periodic performance assessment of an employee.

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| **SECTION 1: Type of Performance Assessment** | | | | | | |
| A. |  | Probationary Midpoint (Mandatory) | | | | |
| B. |  | Periodic Performance Assessment (Optional) | | | | |
| C. |  | Rating Justification (Mandatory) | | | | |
| **SECTION 2: Employee Information** | | | | | | |
| **Employee Name** | | |  | | | |
| **Employee ID#** | | |  | | | |
| **Assessment Period** | | |  | to |  |  |
| **Department** | | |  | | | |
| **Class Title/Grade** | | |  | | | |

| **SECTION 3: Employee Performance Assessment** |
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| **SECTION 4: Supervisor Recommendations** |
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