

**MANAGER/SUPERVISOR PERFORMANCE ASSESSMENT**

MH 3255 (Rev. 1/99)

This is an assessment of the individual’s overall performance during the rating period. Consider performance of all duties in the duty statement as well as the completion of the specified performance objectives. This annual summary must be consistent with ratings and comments made during review(s) of Performance Objective(s). Relevant comments and conclusions from staff input must be considered in the overall evaluation. Areas needing improvement and/or operational objectives must be discussed in this section to assist in the process of establishing Performance Objectives for the next review period.

NAME

CIVIL SERVICE TITLE

POSITION NUMBER

**Overall Performance Assessment:**

Meets/Exceeds Standards

Improvement Needed

Unsatisfactory

**Comments supporting overall performance assessment:**

<b>I HAVE PARTICIPATED IN A DISCUSSION OF OVERALL JOB PERFORMANCE</b>			
Employee’s Signature	Date	Supervisor’s Signature	Date