|  |  |  |
| --- | --- | --- |
| DOF Shield Logo  | Employee Work ProfilePerformance Evaluation | Parts V, VI, VII, VIII, and IX are written or reviewed by the supervisor and discussed with the employee at the end of the evaluation cycle |

This page is printed separate from the remainder of the Employee Work Profile because they contain confidential employee information.

|  |
| --- |
| PART V – Position Identification Information |
| 30. Position Number: | 31. Agency Name & Code; Division/Department:  |
|  |   |
| 32. Employee Name: | 33. Employee ID (Social Security) Number: |
|  |  |

|  |
| --- |
| PART VI – Performance Evaluation |
| **34. Core Responsibilities - Rating Earned** | **35. Core Responsibilities - Comments on Results Achieved** |
| A.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| B.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| C.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| D.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| E.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| F.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |

|  |  |
| --- | --- |
| **36. Special Assignments - Rating Earned**  | **37. Special Assignments - Comments on Results Achieved** |
| A.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| B.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| C.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |

|  |  |
| --- | --- |
| **38. Agency/Department Objectives - Rating Earned**  | **39. Agency/Department Objectives - Comments on Results Achieved** |
| A.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |
| B.[ ]  Extraordinary Contributor[ ]  Major Contributor[ ]  Contributor[ ]  Marginal Contributor[ ]  Below Contributor |  |

|  |
| --- |
| 40. Other significant results for the performance cycle: |
|  |

|  |
| --- |
| PART VII – Employee Development Results |
| 41. Year-End Learning Accomplishments |
|  |

|  |
| --- |
| Part VIII – Overall Results Assessment and Rating Earned |
| An employee receiving an overall rating of "Below Contributor" must have received at least one Notice of Improvement Needed/Substandard Performance form during the performance cycle.An employee who earns an overall rating of “Below Contributor” must be reviewed again within three months.An employee receiving an overall rating of "Extraordinary Contributor" must have received at least one Acknowledgment of Extraordinary Contribution form during the performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of “Extraordinary Contributor” for that performance cycle. |

|  |
| --- |
| 42. Overall Rating Earned |
| [ ]  Extraordinary Contributor[ ]  Contributor[ ]  Below Contributor |

|  |
| --- |
| Part IX - Review of Performance Evaluation |
| **43. Supervisor's Comments:** | **Signature:** | **Date:** |
|  |  |  |
| **Print Name:** |
|  |
| **44. Reviewer's Comments:** | **Signature:** | **Date:** |
|  |  |  |
| **Print Name:** |
|  |
| **45 Employee’s Comments:** | **Signature:** | **Date:** |
|  |  |  |
| **Print Name:** |
|  |