



State of Hawai'i
EMPLOYEE PERFORMANCE APPRAISAL

HRD 526-E (7/01)

Section #1

Name of Employee _____ Position Title _____

Social Security No. _____ Position No. _____ Salary Range/Step _____ Bargaining Unit _____

Click here for list _____

Department _____ Division/Branch _____

Section #2 **PERFORMANCE APPRAISAL CATEGORIES & EXPECTATIONS**
(Complete this section by the beginning of the rating period.)

a. Goals/Projects: List any specific goals/projects, unless noted on other documents, to be accomplished during this rating period.

Supervisor's Signature _____ Date _____

b. I understand that my employment with the State in this position is 'at-will.' As such, I am not entitled to the rights and protections of an employee who has membership in the civil service to include, but not limited to, the '7 Tests for Performance' in Section 76-41, HRS, grievance under a collective bargaining agreement (or the Merit Appeals Board) for an adverse action taken due to substandard performance, etc.

Employee's Signature _____ Date _____

Section #3 **OVERALL RATING**
(Complete at the end of the appraisal period)

Appraisal: Appraisal Period:

Annual Partial Annual From: _____ To: _____

Exceeds Expectations
 Meets Expectations
 Does Not Meet Expectations

Section #4 **SIGNATURES UPON COMPLETION OF PERFORMANCE APPRAISAL**

<p>Employee's Acknowledgement/Comments:</p> <p>My performance for the rating period has been discussed with me. I understand that I may rebut this rating by attaching my comments.</p> <p>My signature does not necessarily mean agreement.</p> <p>(Check if comments attached.) <input type="checkbox"/></p> <hr/> <p>Employee's Signature _____ Date _____</p>	<p>Supervisor's Certification:</p> <p>This rating was discussed with the employee on the following date:</p> <hr/> <p>Supervisor's Signature _____ Date _____</p> <p>Signature of Reviewing Officer _____ Date _____</p> <p>Signature of Appointing Authority _____ Date _____</p>
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Appraisal Period:

XXX-XX-

From: _____

To: _____

Name of Employee _____

Social Security No. _____

**Section #5 PERFORMANCE CATEGORIES
FOR WORKERS AND
WORKING SUPERVISORS**

**FINAL
RATING**

SUPERVISOR'S COMMENTS

At the end of the rating period, use this column to make any general comments on the employee's performance.

(BLUE COLLAR; WHITE COLLAR; REGISTERED PROFESSIONAL NURSE; INSTITUTIONAL, HEALTH & CORRECTIONAL WORKER; FIREFIGHTER; PROFESSIONAL & SCIENTIFIC)

Expectations

Exceeds

Meets

Does Not Meet

Significant Categories are noted by "*"

***QUALITY OF WORK**

Worker

Usually: completes assigned work in accordance with work expectations. For example, work is usually accurate, neat, and/or complete.

1

***QUALITY OF WORK UNIT OUTPUT**

Working Supervisor

Usually: work unit completes assigned work in accordance with work expectations. For example, work unit output is usually accurate, neat, and/or complete.

***QUANTITY & TIMELINESS OF WORK**

Worker

Usually: produces amount of work in accordance with work expectations; completes work on schedule.

2

***QUANTITY & TIMELINESS OF WORK UNIT OUTPUT**

Working Supervisor

Usually: work unit produces amount of work expected; completes work on schedule.

THE CATEGORIES BELOW MAY AFFECT THE RATINGS FOR QUALITY, QUANTITY & TIMELINESS

RELIABILITY & INITIATIVE

Usually: accepts responsibility; is flexible and, when requested, adjusts to varying job situations; and/or initiates work independently, as required for the job.

3

RELATIONSHIPS WITH OTHERS

Usually: works well with supervisor, team members, and/or others on assignments; accepts suggestions for improvement; is cordial when serving the public; and/or provides information, help, and/or coverage to others when needed.

4

SAFETY & USE OF EQUIPMENT

Worker

Demonstrates possession and application of the knowledge of safety practices, rules, and procedures of the profession; uses and operates equipment in a safe manner; and maintains tools, equipment and other apparatus, including office related equipment, in a safe and acceptable manner.

5

Working Supervisor

Instructs and monitors subordinates to follow safety rules and regulations.

**PERFORMANCE CATEGORIES
FOR WORKERS AND
WORKING SUPERVISORS**

Exceeds

Meets

Does Not
Meet

SUPERVISOR'S COMMENTS

CHECK ADDITIONAL CATEGORIES BELOW IF APPLY TO EMPLOYEE

<input type="checkbox"/> COMMUNICATION <u>Worker</u> Usually: demonstrates oral and/or writing skills as required for the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 <input type="checkbox"/> <u>Working Supervisor</u> Usually: demonstrates oral and/or writing skills as required for the job; and/or demonstrates open communication by sharing information and encouraging subordinate participation/feedback.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7 <input type="checkbox"/> JOB KNOWLEDGE Usually: demonstrates knowledge of theoretical, practical, and/or routine aspects of present job in accordance with work expectations; works with minimal direction; applies the correct instructions, guidelines, policies, procedures, and rules to assigned work; remains up-to-date on current trends in the profession; offers ideas, concepts, techniques, and/or creative solutions; and/or seeks new approaches to simplify and/or improve procedures, techniques, and processes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8 <input type="checkbox"/> PROBLEM SOLVING & DECISION MAKING Usually: identifies and clearly defines problems as they arise; accumulates and analyzes relevant information; uses discretion/judgement to select workable solutions to problems; presents alternative solutions when making recommendations; and/or gets opinions of others, when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9 <input type="checkbox"/> PLANNING, ORGANIZATION, SETTING PRIORITIES Usually: prioritizes assignments satisfactorily to minimize crisis situations; shows foresight to prevent potential problems and works in contingencies when making short- and/or long-term plans; proposes and reviews benchmarks to monitor work progress and makes work plan adjustments as needed; and/or follows up on assignments.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10 <input type="checkbox"/> OTHER (Add, if needed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ALSO COMPLETE CATEGORIES BELOW FOR WORKING SUPERVISOR

11 SUPERVISION Usually: monitors work unit progress; provides adequate direction, training, and coaching to staff; takes/recommends the appropriate corrective and/or disciplinary action when needed; provides needed help and/or training for employees with performance problems; encourages career growth for staff members; and/or provides equal opportunity/treatment in all aspects of supervision.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12 APPRAISING SUBORDINATES Usually: follows performance appraisal policies, guidelines, and procedures; communicates performance expectations at the beginning of the rating period; oversees and monitors employee performance; and/or rates subordinates (or recommends ratings) objectively, on time, and on work expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

