

State of Hawai'i
SkillBridge Participant Performance Appraisal

SECTION 1: Identifying Information & Performance Appraisal Review Period			
Name	<hr/>	Rating Period:	Purpose:
Position Title	<hr/>	From: <hr/>	<input type="checkbox"/> Mid-Point
Department	<hr/>	To: <hr/>	<input type="checkbox"/> Final
Division	<hr/>		<input type="checkbox"/> Other
Branch	<hr/>		

SECTION 2: Performance Planning, Communication of Performance Expectations / Requirements, and Goals / Projects			
Mentoring Site Supervisor's discussion with Participant: My current job duties, job related performance requirements, goals / projects (noted on other document), if any, and the performance appraisal process have been discussed with me.			
<hr/>	<hr/>	<hr/>	<hr/>
Participant Signature	Date	Supervisor Signature	Date

SECTION 3: Completion of the Appraisal and Overall Rating (Complete at the end of the SkillBridge Program)	
The following performance categories were used to rate Participants during the performance appraisal review period:	
<input type="checkbox"/> Quality of Work <input type="checkbox"/> Quantity & Timeliness of Work <input type="checkbox"/> Reliability & Initiative <input type="checkbox"/> Relationships with Others <input type="checkbox"/> Safety & Use of Equipment	<input type="checkbox"/> Communication <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Problem Solving & Decision Making <input type="checkbox"/> Planning, Organization, Setting Priorities
<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> Does Not Meet Expectations <small>(If this box is checked, write comments in Discussion Notes)</small>

SECTION 4: Signatures Upon Completion of Performance Appraisal			
Participant's Acknowledgement / Comments My performance for the rating period has been discussed with me. I understand that I may rebut this rating by attaching my comments. My signature does not necessarily mean agreement (Check if comments attached).	Supervisor's Certification This rating was discussed with the Participant on the following date: <hr/> Supervisor's Signature Date		
<hr/> Participant's Signature Date	<hr/> Coordinator's Signature Date <small>(Final Review only)</small>		

State of Hawai'i
Participant Performance Appraisal Mentoring Site Supervisor's Discussion Notes

Appraisal Period:

From: _____ To: _____

 Name of Participant

1. Use this sheet to keep a record of Participant performance throughout the rating period, especially incidents of outstanding and / or substandard work performance.
2. Indicate the Performance Category in the first column (e.g., Quality of Work Unit Output).
3. Be sure to have timely discussions with your Participant for all notes made. If a notation describes substandard performance / deficiencies, you must also:
 - A. Give the participant suggestions on how to improve performance. If suggestions are given orally, you must also include the following phrase in the notation: "I discussed with you suggestions for improvement." (Do not add or modify this statement.) If suggestions are given in writing, you must note the specific suggestions either on this form or on a separate sheet of paper that must be attached to this form, and
 - B. Include in the notation efforts made to retrain your Participant, and
 - C. Be sure to advise your Participant that he / she may rebut your notation by attaching a separate sheet of paper describing the rebuttal, and
 - D. Give the Participant a copy of this form each time a notation describing substandard performance is made.
4. Ask your Participant to initial next to your notes to confirm your discussion with him / her.
5. At the end of the rating period, review your notes to help you to determine the Final Rating for each Performance category and / or the Overall rating.
6. Attach this form to the other appraisal forms at the end of the rating period only if there are performance notes.

Indicate Performance Category	Discussion Date	Notes	Notes were discussed with me. I was given the opportunity to rebut substandard performance notes.
			_____ Participant Initials & Date