State of Hawai'i

SkillBridge Participant Performance Appraisal

	Name		Rating Period:	Purpose:
Department To: Final Division Other Branch Other SECTION 2: Performance Planning, Communication of Performance Expectations / Requirements, and 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 h discussed with me. Participant Signature Date SECTION 3: Completion of the Appraisal and Overall Rating (Complete at the end of the SkillBridge Prog The following performance categories were used to rate Participants during the performance appraisal revi period: Quality of Work Communication Quality of Work Dob Knowledge Reliability & Initiative Problem Solving & Decision Making Reliability & Initiative Problem Solving & Decision Making Relability & Initiative Does Not Meet Expectations (If this box is checked, write comments in Discussion Notes) SECTION 4: Signatures Upon Completion of Performance Appraisat Supervisor's Certification My performance for the rating period has been discussed with me. 1 understand that 1 may rebut this rating by attaching my comments. Supervisor's Signature Date My signature does not necessarily mean agreement (Check If comments attached). Supervisor's Signature Date	Position Title			Mid-Poin
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State of Hawai'i Participant Performance Appraisal Mentoring Site Supervisor's Discussion Notes

		Appraisal Period:				
		From:	То:			
	Name of Participant					
	 Use this sheet to keep a record of Participant performance outstanding and / or substandard work performance. 	e throughout the rating period,	especially incidents of			
	2. Indicate the Perfornance Category in the first column (e.g., Quality of Work Unit Output).					
L	3. Be sure to have timely discussions with your Participant fo	r all notes made. If a notation	describes substandard			
Ν	performance / deficiencies, you must also:					
S	A. Give the participant suggestions on how to improve	performance. If suggestions a	are given orally, you must			
т	also include the following phrase in the notation: "I c	liscussed with you suggestion	is for improvement."			
R	(Do not add or modify this statement.) If suggestion	s are given in writing, you mus	t note the specific			
U	sugestions either on this form or on a separate shee	t of paper that must be attach	ed to this form, and			
С	B. Include in the notation efforts made to retrain your P	articipant, and				
т	C. Be sure to advise your Participant that he / she may i	rebut your notation by attachi	ng a separate sheet of			

- Т paper describing the rebuttal, and Т
- D. Give the Participant a copy of this form each time a notation describing substandard performance is made. 0
- N 4. Ask your Participant to initial next to your notes to confirm your discussion with him / her.
- **S** 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

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