

EMPLOYEE FEEDBACK WORKSHEET


NAME (Last, First, Middle Initial)	TITLE	ORGANIZATION	PERIOD COVERED
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NOTE: REFER TO INFORMATION ON REVERSE FOR DIRECTIONS

OBSERVATIONS	SCALE	REMARKS
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Dependability <i>Daily work activities</i> <i>Special projects</i>		
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Work Management <i>Productivity</i> <i>Timeliness/Suspense</i>		
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Communications <i>Verbal/written</i> <i>Working relations</i> <i>Customer service</i>		
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Skills/Knowledge <i>Quality of work</i> <i>Problem solving</i> <i>Accuracy</i>		
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IDENTIFY ELEMENTS/STANDARDS WHERE PERFORMANCE HAS CHANGED SINCE LAST RATING/FEEDBACK.

CERTIFICATION

These signatures certify that the stated performance and observations have been discussed, and a copy provided to the employee.

DATE	SIGNATURE OF SUPERVISOR
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DATE	SIGNATURE OF EMPLOYEE
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About the ITAOP/savePDF Method

The traditional Field-by-Field creation process is extremely ineffective and slow.

The only realistic option to create high-quality forms is the Insert-Text-Anywhere-on-Page (ITAOP) method.

The field creation process is about 10,000 times faster than the traditional method; the list of ITAOP features is not even available for the traditional method.

ITAOP savePDF method proved to be very simple and completely reliable for millions of users all over the world (incl. individuals, companies, organizations, government employees).

EMPLOYEE FEEDBACK WORKSHEET INSTRUCTIONS

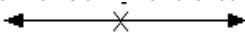
INTRODUCTION

The purpose of the Employee Feedback Worksheet is to provide a method of ensuring employees are apprised of their performance throughout the rating period. Although documented in writing, the Employee Feedback Worksheet is considered an informal assessment of performance and is not subject to the strict rules and review requirements of the actual end-of-year performance rating. If supervisors keep employees advised on their manner of performance, with appropriate documentation, the actual event of appraising performance and work behaviors, as well as the official rating assigned, will hold no surprises. Supervisors and managers must carry out their responsibilities by comparing performance results with written performance standards, holding discussions with the employee, documenting significant changes in performance from previous ratings, and ensuring employees are provided with notice of changes in performance.

SUPERVISOR'S OBSERVATIONS

This requires the supervisor to evaluate the employee in terms of his or her dependability, work management, communications ability, and skills and knowledge. These areas apply to one extent or another, to all positions, and are similar to the appraisal factors on AF Form 860A. Supervisors may add more areas, so long as they are tied in to the performance plan itself.

RATING SCALE

The supervisor marks an "X" on the rating scale line, indicating where the employee stands in relation to the supervisor's observation of performance. Example:  an X placed in the center of the line indicates Satisfactory performance. As the X moves towards the right it indicates performance above satisfactory. As the X moves towards the left of the center, performance falls below satisfactory. The supervisor marks each rating scale following this method.

REMARKS

This area is used to provide brief comments in each of the four major areas. It may also be used to document the bases for the rating scale. If additional space is needed, the supervisor continues on separate bond paper.

IDENTIFYING CHANGES IN PERFORMANCE

This area is used to identify changes in employee performance since the last rating was issued. This requires the supervisor to review the performance plan and to specifically identify the elements and standards, along with brief comments/rationale for determining that a change has taken place. This is not limited to changes where the performance has fallen, but also where performance has improved. The evaluation process should emphasize both the positive and the negative. If additional space is required, the supervisor continues on separate bond paper.

CERTIFICATION

After discussing with the employee, the supervisor signs and dates the evaluation, and requests the employee's signature. The employee's signature certifies that he/she discussed the evaluation and has a copy of it. The employee's signature does not certify agreement. If the employee does not sign the evaluation, the supervisor annotates this in the space provided for the employee's signature. The original is placed in the supervisor's work folder, and a copy is provided to the employee.