

**MISSISSIPPI STATE PERSONNEL BOARD****PERFORMANCE REVIEW ASSESSMENT**

REVISION DATE: JUNE 1, 2020

**MANAGEMENT****NON-MANAGEMENT****PROBATIONARY****A. DEMOGRAPHIC/SIGNATURES**

SECTION 1. EMPLOYEE DEMOGRAPHICS			
ACE ID:		NUMBER OF PEOPLE SUPERVISED:	0
EMPLOYEE NAME:			
JOB TITLE:		PIN:	
AGENCY:	Mississippi Library Commission	COUNTY:	Hinds
SUPERVISOR NAME:			
<b>REASON FOR ASSESSMENT:</b> <b>PERFORMANCE EVALUATION</b> <b>PERSONNEL ACTION</b>			
SIGNATURE CONFIRMS EMPLOYEE ACKNOWLEDGEMENT OF JOB DUTIES AND PERFORMANCE EXPECTATIONS			
ASSESSMENT START DATE:			
ASSESSMENT END DATE:			
SUPERVISOR SIGNATURE:		DATE:	
FIRST LEVEL REVIEWER SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

SECTION 2. MIDPOINT REVIEW ACKNOWLEDGEMENT			
SUPERVISOR COMMENTS			
SUPERVISOR SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

SECTION 3. FINAL ASSESSMENT RATING			
1.0 - 1.9 IMPROVEMENT NEEDED                      2.0 - 2.9 SUCCESSFUL                      3.0 OUTSTANDING			
SUPERVISOR SIGNATURE:		DATE:	
FIRST LEVEL REVIEWER SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

**B. PERFORMANCE ASSESSMENT****ASSESSMENT RATING SYSTEM**

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS:****# 1. JOB KNOWLEDGE / TECHNICAL ABILITY**

ACQUIRES AND APPLIES KNOWLEDGE AND SKILLS TO EFFECTIVELY PERFORM ALL PARTS OF THE JOB.

TASKS / DUTIES TO BE RATED:

ENTER RATING FOR FACTOR #1 HERE ----->

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

**B. PERFORMANCE ASSESSMENT (CONTINUED)****ASSESSMENT RATING SYSTEM**

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS (CONTINUED):****# 2. USE OF REQUIRED SYSTEMS/PROGRAMS/EQUIPMENT OR TOOLS**

DEMONSTRATES THE ABILITY TO EFFECTIVELY AND ACCURATELY USE REQUIRED PROGRAMS, EQUIPMENT OR TOOLS.

SYSTEMS/PROGRAMS/EQUIPMENT/INSTRUMENTS TO BE RATED:

ENTER RATING FOR FACTOR #2 HERE ----->

2.5

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:

## B. PERFORMANCE ASSESSMENT (CONTINUED)

ASSESSMENT RATING SYSTEM	IMPROVEMENT NEEDED	SUCCESSFUL	OUTSTANDING
	1.0   OR   1.5	2.0   OR   2.5	3.0

**PERFORMANCE FACTORS (CONTINUED):**

**#3. PROBLEM SOLVING/DECISION MAKING**

EXHIBITS SOUND AND ACCURATE JUDGEMENT IN IDENTIFYING AND ADDRESSING ISSUES THAT ARISE IN THE COURSE OF WORK.

TASKS / DUTIES TO BE RATED:

ENTER RATING FOR FACTOR #3 HERE ----->

3.0

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS:



IF YOU ARE EVALUATING A **NON-MANAGER**, STOP HERE.

**IF YOU ARE EVALUATING A MANAGER OF PEOPLE OR PROGRAMS, COMPLETE PAGE 5.**

**B. PERFORMANCE ASSESSMENT (CONTINUED)****ASSESSMENT RATING SYSTEM**

IMPROVEMENT NEEDED
1.0 OR 1.5

SUCCESSFUL
2.0 OR 2.5

OUTSTANDING
3.0

**PERFORMANCE FACTORS (CONTINUED):****# 4. PROJECT / PEOPLE MANAGEMENT AND DELEGATION**

PLANS, ORGANIZES, EXECUTES, MONITORS, AND CLOSES WORK EFFECTIVELY TO SUCCESSFULLY COMPLETE GOALS AND OBJECTIVES.

**APPLIES ONLY TO MANAGERS OF PEOPLE OR PROGRAMS**

TASKS / DUTIES TO BE RATED:

ENTER RATING FOR FACTOR #4 HERE ----->

2.5

ENTER "0" IF NON-MANAGEMENT  
(ZERO WILL NOT BE AVERAGED)

SUPERVISOR COMMENTS:

EMPLOYEE COMMENTS: