
D**REMARKS**

This section may be used by supervisor and employee to document discussions at the mid-point progress review, to note changes in the performance plan, and to record comments concerning the summary rating. Remarks should be initialed and dated.

E**IDENTIFICATION OF TRAINING NEEDS**

Where required, identify technical and/or management training which could assist the employee in improving job performance.

JOB ELEMENT RATING		
F		
JOB ELEMENT No. ___ of ___	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical	Weight

JOB ELEMENT:

PROFICIENT PERFORMANCE STANDARD:

RATING:

Distinguished* Meritorious* Proficient Needs Improvement** Unsatisfactory**

*Describe specific examples of performance above the Proficient level.

**Describe specific examples of performance below the Proficient level.

EXPLANATION OF PERFORMANCE ABOVE OR BELOW PROFICIENT LEVEL

G	JOB ELEMENT RATING	
JOB ELEMENT No. ___ of ___	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical	Weight

JOB ELEMENT:

PROFICIENT PERFORMANCE STANDARD:

RATING:
 Distinguished* Meritorious* Proficient Needs Improvement** Unsatisfactory**

*Describe specific examples of performance above the Proficient level.
 **Describe specific examples of performance below the Proficient level.

EXPLANATION OF PERFORMANCE ABOVE OR BELOW PROFICIENT LEVEL

JOB ELEMENT RATING		
H		
JOB ELEMENT No. ___ of ___	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical	Weight

JOB ELEMENT:

PROFICIENT PERFORMANCE STANDARD:

RATING:

Distinguished* Meritorious* Proficient Needs Improvement** Unsatisfactory**

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**Describe specific examples of performance below the Proficient level.

EXPLANATION OF PERFORMANCE ABOVE OR BELOW PROFICIENT LEVEL

I	JOB ELEMENT RATING	
JOB ELEMENT No. ___ of ___	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical	Weight

JOB ELEMENT:

PROFICIENT PERFORMANCE STANDARD:

RATING:

Distinguished*
 Meritorious*
 Proficient
 Needs Improvement**
 Unsatisfactory**

*Describe specific examples of performance above the Proficient level.

**Describe specific examples of performance below the Proficient level.

EXPLANATION OF PERFORMANCE ABOVE OR BELOW PROFICIENT LEVEL

J	JOB ELEMENT RATING	
	JOB ELEMENT No. ___ of ___	Check one <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical
		Weight

JOB ELEMENT:

PROFICIENT PERFORMANCE STANDARD:

RATING:

- Distinguished* Meritorious* Proficient Needs Improvement** Unsatisfactory**

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EXPLANATION OF PERFORMANCE ABOVE OR BELOW PROFICIENT LEVEL