



Commonwealth of Massachusetts
Human Resources Division

Fiscal Year Employee Performance Review

Name:	Agency:
Functional Title:	Reviewer:
Job Title:	Supervisor:
Location/Unit	

The employee and supervisor should consult their EPRS Guide for a full explanation of the purpose and the process of employee performance review. Detailed instructions for completing this form are presented in the EPRS Supervisor's Guide.

Stage A Performance Planning: Employee and supervisor meet to plan the work for the year

- ☐ Discuss contributing role of employee in unit
☐ Discuss and finalize the duties and criteria

Primary Job Duties and Performance Criteria: On this section list the employee's primary job duties from the most current form 30 and the performance criteria which will be used to evaluate the employee's performance of these duties during the performance period.

Supervisor:

- ☐ I have discussed with the employee the duties written on this form, as well as the criteria on which their performance for the year will be evaluated

Comments Attached:	
Yes	No

Date

Employee:

- ☐ I understand the duties that are expected of me, as well as the criteria for each

Comments Attached:	
Yes	No

Date

Reviewer:

- ☐ I accept the duties and criteria set by the supervisor and employee

Comments Attached:	
Yes	No

Date



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Employee:

I agree disagree with this evaluation

Comments:

Employee Signature

Date

Reviewer's Determination:

**On the basis of my review, I have determined that
the employee's rating is:**

Exceeds/Excels

Meets

Below

Comments:

Reviewer Signature

Date



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Employee's final comments:

I agree disagree with the reviewer's determination

Comments:

--

Employee Signature

Date



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Primary Job Duties/Performance Criteria

Duty :

Performance Criteria: (Performance is successful if:)

Progress Review		
Exceeds/Excels	Meets	Below

Progress Review Comments:

Annual Review



Progress Review Comments:

Annual Review Comments:	

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Duty :

Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels	Meets	Below
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Progress Review Comments:

Annual Review

Exceeds/Excels	Meets	Below
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Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :

Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels

Meets

Below



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Progress Review Comments:

Annual Review

Exceeds/Excels

Meets

Below

Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :



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Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels	Meets	Below
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Progress Review Comments:

Annual Review

Exceeds/Excels	Meets	Below
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Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :

Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels

Meets

Below



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Progress Review Comments:

Annual Review

Exceeds/Excels	Meets	Below
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Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :



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Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels	Meets	Below
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Progress Review Comments:

Annual Review

Exceeds/Excels	Meets	Below
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Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :

Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels

Meets

Below



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Progress Review Comments:

Annual Review

Exceeds/Excels

Meets

Below

Annual Review Comments:

Primary Job Duties/Performance Criteria

Duty :



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Performance Criteria: (Performance is successful if:)

Progress Review

Exceeds/Excels	Meets	Below
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Progress Review Comments:

Annual Review

Exceeds/Excels	Meets	Below
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Annual Review Comments: