

Fiscal Year Employee Performance Review	
Name:	Agency:
Functional Title:	Reviewer:
Job Title:	Supervisor:
Location/Unit	•
The employee and supervisor should consult the	ir EPRS Guide for a full explanation of the
purpose and the process of employee performant this form are presented in the EPRS Supervisor's	ce review. Detailed instructions for completing
Stage A Performance Planning: Employee and su	pervisor 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: O duties from the most current form 30 and the perevaluate the employee's performance of these dustriance. Supervisor: I have discussed with the employee the duties	rformance criteria which will be used to aties during the performance period. written on this form, as well as the criteria on
which their performance for the year will be eval	uated
Comments Attached:	
Yes No	Date
Employee:	
☐ I understand the duties that are expected of me Comments Attached:	e, as well as the criteria for each
Yes No	
	Date
Reviewer:	
\square I accept the duties and criteria set by the super	visor and employee
Comments Attached:	
Yes No	Data
	Date



Stage B Progress Re	view: Employee	and supervisor me	et to help the emplo	oyee meet criteri
☐ Discuss progress	for each duty			
☐ Assign advisory r	rating for each du	uty		
☐ Assign advisory r	rating for overall	performance		
			_	
Progress Review St	ummary Rating	;:		
Exceeds/Excels	Meets	Below*		
*Create Remedial Development	Plan			
Employee: ☐ I understand the e Comments Attached:	evaluation and th	ne comments writter	on the form	
	No			
		Date	e	
Supervisor:				
☐ I have done the ac	dvisory ratings a	nd discussed them v	with the employee	
Comments:				
				Date
				Bate
Reviewer:				
☐ I have read the ad	lvisory ratings ar	nd comments and ag	gree with them	
Comments Attached:				
17	NT a			

Date



Stage C Annual Review	w: Employee a	nd superviso	or meet to evaluate job p	erformance
☐ Discuss progress for	r over whole ye	ear		
☐ Rate performance for	or entire year fo	or each duty		
☐ Rate overall perform	nance for entire	e year		
☐ Formulate a Develo	pment Plan at	the option of	f the employee	
Plan Attached:	1		1 ,	
Yes No				
Annual Review Sum	mary Rating:			
	Meets	Below*		
*Create Remedial Development Pla	n			
Attandanaa (Evaludas	EMI A L covo)			
Attendance (Excludes			Number of days	
Number of days sick leave used	Number of the payroll	days on	Number of days tardy	
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Supervisor:				
	s (explain "hel	ow" ratings	, unanticipated contribut	ions areas of
improvement and unu	` -	_	, unanticipated continout	ions, areas or
mpro venient and and		patterns.)		
Supervisor Signature				Data
Supervisor Signature				Date



Employee: I agree	disagree wi	th this evaluation	
Comments:	disagree wi	th this evaluation	
Comments:			
Employee Signatu	re		Date
Reviewer's Dete On the basis of the employee's	f my review, I ha	ve determined that	
Exceeds/Excels			
	Meets	Below	
Comments:	Meets	Below	



Employee Signature

Commonwealth of Massachusetts Human Resources Division

Employee's final comments: I agree disagree with the reviewer's determination Comments:

Date



Primary Job Duties/Performance Criteria

Duty :			
•			
Performance Criteria	a: (Performan	ce is successful if:)	
Progress Review			
Exceeds/Excels	D.T.	D.I.	_
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Progress Review Co	mments:		
Annual Review			



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Exceeds/Excels	Meets	Below
Annual Review Con	nments:	
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Primary Job Duties/P	erformance Cr	riteria
Duty :		
Performance Criteria	a· (Performanc	ce is successful if:)
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Progress Review



Exceeds/Excels	Meets	Below
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Progress Review Co	mments:		
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Annual Review			
Exceeds/Excels	Meets	Below	
	Meets	Below	
		Below	
Exceeds/Excels		Below	

Primary Job Duties/Performance Criteria



Duty :			
Performance Criteria	a: (Performance	e is successful if:)	
Progress Review			
Exceeds/Excels	Meets	Below	
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Progress Review Co	mments:		
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Annual Review	1		



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Annual Review Comments:
Primary Job Duties/Performance Criteria
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Duty :
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Performance Criteria: (Performance is successful if:)
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Progress Review
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Progress Review Co	omments:	
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Exceeds/Excels	Meets	Below
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Duty :		
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Performance Criter	ia: (Performa	nce is successful if:	
Progress Review			
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Annual Review Con	nments:		
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Duty			
Duty :			
Performance Criteria	a: (Performance	is successful if:)	
Progress Review			
Exceeds/Excels	Meets	Below	



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Progress Review Co	omments:	
Annual Review		
Exceeds/Excels	Meets	Below
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Annual Review Con	mmonts:	
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Primary Job Duties/I	Performance Crit	teria
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Duty :		



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Progress Review			
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Annual Review Comments:
Primary Job Duties/Performance Criteria
Duty :
Performance Criteria: (Performance is successful if:)
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Progress Review
Exceeds/Excels Meets Relow



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Annual Review		
Exceeds/Excels	Meets	Below
Annual Review Cor	nments:	
Primary Job Duties/F	Performance Crit	teria
Duty :		
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Performance Criteri	a: (Performan	ice is successful if	<u>``</u>)
Progress Review			
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Progress Review Co	omments:		
Annual Review			
Exceeds/Excels	Meets	Below	
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Annual Review Cor	nments:		