CSEA Performance Instructions

**2017 Performance Appraisal & Rating Section**

Please complete:

* Section 1 – Employee Identification
* Section 2B – Performance Appraisal (Section 2A will already be completed)
* Section 4 – Supervisor’s Comments
* Section 5 – Performance Rating
* Section 6 – Review and Approval (Send to your supervisor for final approval)
* Section 7 – Employee Comments (The employee must be given the opportunity to add any comments.)

**2018 Performance Program Section**

Please complete on a new template:

* Section 1 – Employee Identification
* Section 2A – Performance Program (**The employee should initial/date indicating receipt and review of their program.)**

***Both forms are due in the Office of Human Resources for employee(s) under your supervision by January 31st, 2018.***