

AFC Unit: \_\_\_\_\_

## ARKANSAS FORESTRY COMMISSION EMPLOYEE PERFORMANCE EVALUATION

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 Employee Name

Job Title

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 Employee AASIS #

Position Number

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 Date of Hire

Employee Annual Rating Date

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 Rater's Name

Rater's Title

From

To

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 Rater's AASIS #

Rating Period Dates

### Performance Evaluations requirements:

- All employees: Section I – Behavior Standards (attached)
- Specific Duty Areas for Job Title held:  
Section II – Job Performance (attached)

### Performance Categories – Circle category of OVERALL employee performance:

**U – Unsatisfactory:** an overall performance of duties that is unacceptable in quality, accuracy, and timeliness

**S – Satisfactory:** an overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job

**A – Above Average:** an overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level which is above the Satisfactory level of performance

**E – Exceeds Standards:** an overall evaluation which demonstrates performance of the duties and responsibilities of the job and productivity at a level exceeding that of an Above Average evaluation

**SECTION I: BEHAVIOR STANDARDS**

**SUPERVISOR'S COMMENTS**  
(Including examples when possible)

1. Maintains good attendance record:

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2. Works in harmony with other employees:

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3. Demonstrates interest in learning and improving:

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4. Gives stable and predictable work performance:

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5. Is responsive to requests for assistance from others:

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6. Responds positively to suggestions, instructions, or criticisms:

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7. Keeps supervisor informed of important details:

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8. Finds productive work to keep busy during slack periods:

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9. Assists other employees without being asked:

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10. Receives favorable comments from others:

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11. Uses good judgment in resolving job problems:

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12. Requires little direction and supervision:

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13. Adapts well to changing circumstances:

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14. Other:

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**SECTION II: JOB PERFORMANCE**

Supervisor: List duty Areas for position. Attach Position Performance Standards and Performance Indicators.

**Duty Area #1** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Evaluation (Include examples when possible). Attach separate page if necessary.

**Results:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duty Area #1 overall rating:** E  A  S  U

**Duty Area #2** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Evaluation (Include examples when possible). Attach separate page if necessary.

**Results:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duty Area #2 overall rating:** E  A  S  U

**Duty Area #3** \_\_\_\_\_

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Supervisor's Evaluation (Include examples when possible). Attach separate page if necessary.

**Results:** \_\_\_\_\_

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**Duty Area #3 overall rating:** E  A  S  U

**Duty Area #4** \_\_\_\_\_

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Supervisor's Evaluation (Include examples when possible). Attach separate page if necessary.

**Results:** \_\_\_\_\_

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**Duty Area #4 overall rating:** E  A  S  U

**Duty Area #5** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Evaluation (Include examples when possible). Attach separate page if necessary.

**Results:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Duty Area #5 overall rating:** E  A  S  U

**Complete this section when Performance Evaluation Standards are established at the beginning of the rating period:**

\_\_\_\_\_  
Employee name

\_\_\_\_\_  
Employee AASIS #

<ul style="list-style-type: none"> <li>• These standards were established in consultation with the employee name above:</li> </ul>	
_____ Supervisor's signature	_____ Date
<ul style="list-style-type: none"> <li>• I have reviewed these standards and understand my performance will be measured against them:</li> </ul>	
_____ Employee's signature	_____ Date
<ul style="list-style-type: none"> <li>• I have reviewed these standards and agree that they are appropriate for this position:</li> </ul>	
_____ Reviewing official	_____ Date

**Complete this section after the Performance Evaluation review between employee and supervisor.**

<ul style="list-style-type: none"> <li>• My supervisor and I have reviewed my performance evaluation. My comments on the evaluation are: (additional pages may be attached.) Employees' comments:</li> </ul> _____ _____	
_____ Employee's signature <small>(Note: signature does not necessarily mean agreement)</small>	_____ Date
<ul style="list-style-type: none"> <li>• My employee and I have reviewed the performance evaluation and all attachments:</li> </ul>	
_____ Supervisor's signature	_____ Date
<ul style="list-style-type: none"> <li>• I have reviewed the employee's performance evaluation and all attachments:</li> </ul>	
_____ Reviewing official	_____ Date