

## **PERFORMANCE APPRAISAL – PROSECUTING ATTORNEY**

### **I. EMPLOYEE IDENTIFICATION**

NAME:

CLASSIFICATION:

WORK UNIT:

RATING PERIOD:

### **II. INSTRUCTION TO SUPERVISOR**

*When conducting an employee performance appraisal, careful consideration should be given to each factor. Performance appraisal is an objective process and employees should be rated on the way they meet the standards and objectives of their positions. There shall be two ratings: “satisfactory” or “unsatisfactory.” When an employee is rated “unsatisfactory” in any category, the rating supervisor shall state reasons and, if practicable, suggestions for improvement. All ratings of “unsatisfactory” must be discussed with the employee prior to the submission of the report to the Chief State’s Attorney.*

### **III. EVALUATION**

#### **A. CASE PREPARATION**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

#### **B. CASE PRESENTATION**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

#### **C. QUANTITY OF WORK**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

#### **D. ATTITUDE**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**E. ABILITY TO DEAL EFFECTIVELY WITH OTHERS**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**F. COMPLIANCE WITH AGENCY RULES AND DIRECTIVES**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**G. ATTENDANCE**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**H. TRAINING AND LEADING STAFF (SUPERVISORS ONLY)**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**I. PLANNING AND ASSIGNING WORK (SUPERVISORS ONLY)**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**J. FAIRNESS AND IMPARTIALITY (SUPERVISORS ONLY)**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**K. OVERALL PERFORMANCE EVALUATION**

☐ SATISFACTORY

☐ UNSATISFACTORY

COMMENTS:

**IV. SIGNATURES**

\_\_\_\_\_  
**Signature of Supervisor – Evaluator**

\_\_\_\_\_  
**Date Signed**

*Employee: I hereby indicate that I have received a copy of this appraisal and have had an opportunity to discuss it with the evaluator.*

\_\_\_\_\_  
**Signature of Employee**

\_\_\_\_\_  
**Date Signed**

*State's Attorney / Deputy/Chief State's Attorney: I have received the above and concur in the overall rating.*

\_\_\_\_\_  
**Signature of State's Attorney/ Deputy Chief/State's Attorney**

\_\_\_\_\_  
**Date Signed**