

**Nebraska Supreme Court  
Personnel System**

**EMPLOYEE PERFORMANCE REPORT**

Date \_\_\_\_\_

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**Employee Information**

Name \_\_\_\_\_

Job Title \_\_\_\_\_ Court/Office \_\_\_\_\_

Report Period From \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_ Supervisor \_\_\_\_\_  
*mo. / day / year mo. / day / year*

Reasons for Report: \_\_\_\_ Annual      \_\_\_\_ Special Report      \_\_\_\_ Initial 6 Month Report

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**Purpose of this performance report:**

Part I is the evaluation section focusing on the past performance of the employee (includes the time period covered by this report). Evaluation includes performance of employee's specific job duties and an overall evaluation relating to specific performance factors (quantity, initiatives, cooperations, etc.)

Part II is the evaluation section that focuses on the present and the future. The present part assesses the employee's current strengths and development needs. The future part reviews plans or strategies to be implemented for future development of the employee.

Part III is the summary section. Both employee and supervisor make comments about the review.

(If not used as a self-evaluation form, the employee should sign below.) A copy of this Report has been given to me and has been discussed with me. I have read the contents of this appraisal and understand that my signature does not necessarily indicate agreement with the report. I further understand that I may submit a written statement that will be attached to, and become a permanent part of this report.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

# EMPLOYEE PERFORMANCE REPORT FORM

## Performance Criteria

**Unacceptable** -- Does not satisfy minimum job requirements

**Improvement Needed** -- Barely satisfies minimum job requirements, shows need for further training and development

**Satisfactory** -- Consistently meets all requirements and expectations

**Commendable** -- More than fulfills essential requirements

**Outstanding** -- Performance is of highest caliber

## **Part I: Past Performance**

- A. Focus in this section is on past performance (the time period covered by this performance report). Performance is evaluated on specific duties of the employee.

### Duties of Employee

|                                    | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              |
|------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. _____<br>Expectations/Comments: | <input type="checkbox"/> |
| 2. _____<br>Expectations/Comments: | <input type="checkbox"/> |

3. \_\_\_\_\_  
Expectations/Comments:

Unacceptable

Improvement  
Needed

Satisfactory

Commendable

Outstanding

4. \_\_\_\_\_  
Expectations/Comments:

5. \_\_\_\_\_  
Expectations/Comments:

B. Focus on overall behaviors as they relate to the following performance factors (during the time period covered by this report).

**Performance Factors**

**QUANTITY:** (Refers to the production of an acceptable volume of work)

|                                      | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Amount of work done                  | <input type="checkbox"/> |
| Manages time properly                | <input type="checkbox"/> |
| Plans and organizes work effectively | <input type="checkbox"/> |
| Assignments completed on date due    | <input type="checkbox"/> |

Expectations/comments relative to this section:

**JOB OR PROFESSIONAL KNOWLEDGE:**

(Refers to work assignments, methods and procedures on a job)

|  | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Possesses skills and abilities required          | <input type="checkbox"/> |
| Knows duties and responsibilities of position    | <input type="checkbox"/> |
| Knows relationship of job to others in the court | <input type="checkbox"/> |

Expectations/comments relative to this section:

**INITIATIVE:** (Refers to the ability to perform assigned tasks in a self-confident manner without detailed instruction)

Accepts responsibility

Ability to make contributions to improve methods or add to existing knowledge

Problem-solving ability

|   | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|---|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Accepts responsibility  | <input type="checkbox"/> |
| Ability to make contributions to improve methods or add to existing knowledge | <input type="checkbox"/> |
| Problem-solving ability   | <input type="checkbox"/> |

Expectations/comments relative to this section:

**PERFORMANCE IMPROVEMENT:**  
(Refers to the enhancing of all aspects of one's work)

Learns quickly

Remembers what is taught

Ability to alter activities to meet demands of new situation

Ability to learn new duties when required

Work is performed that is free from mistake or error

|  | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Learns quickly   | <input type="checkbox"/> |
| Remembers what is taught                                     | <input type="checkbox"/> |
| Ability to alter activities to meet demands of new situation | <input type="checkbox"/> |
| Ability to learn new duties when required                    | <input type="checkbox"/> |
| Work is performed that is free from mistake or error         | <input type="checkbox"/> |

Expectations/comments relative to this section:

**COOPERATION:** (Refers to the abilities to effectively work and deal with others)

- Shows concern and cooperates with co-workers and supervisors
- Cooperates effectively with agencies/persons outside the court
- Relates to the public in a positive, helpful way

|  | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Shows concern and cooperates with co-workers and supervisors   | <input type="checkbox"/> |
| Cooperates effectively with agencies/persons outside the court | <input type="checkbox"/> |
| Relates to the public in a positive, helpful way               | <input type="checkbox"/> |

Expectations/comments relative to this section:

**COMMUNICATION:** (Refers to the abilities to effectively represent and receive facts and ideas)

- Ability to clearly present ideas in writing
- Ability to clearly present ideas orally
- Ability to present ideas with tact and diplomacy
- Listens effectively with understanding
- Speaks correctly/concisely

|  | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Ability to clearly present ideas in writing      | <input type="checkbox"/> |
| Ability to clearly present ideas orally          | <input type="checkbox"/> |
| Ability to present ideas with tact and diplomacy | <input type="checkbox"/> |
| Listens effectively with understanding           | <input type="checkbox"/> |
| Speaks correctly/concisely                       | <input type="checkbox"/> |

Expectations/comments relative to this section:

**WORK HABITS:** (Refers to behaviors which are practiced regularly)

|                            | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Proper use of leave        | <input type="checkbox"/> |
| Complies with office hours | <input type="checkbox"/> |
| Punctual in starting work  | <input type="checkbox"/> |

Expectations/comments relative to this section:

**LEADERSHIP ABILITY:** (For supervisors only -- refers to the ability to manage people and other resources)

|  | Unacceptable             | Improvement Needed       | Satisfactory             | Commendable              | Outstanding              | Not Applicable           |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Ability to delegate                                      | <input type="checkbox"/> |
| Ability to obtain optimal productivity from subordinates | <input type="checkbox"/> |
| Effectiveness in training subordinates and peers         | <input type="checkbox"/> |

Expectations/comments relative to this section:

**Part II: Development**

A. Analysis of present strengths and potential development needs.

Strengths and Assets

Development Needs

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B. Future plans and strategies for employee development.

## **Part III: Summary**

### **A. Employee Comments**

B. Supervisor's Comments