

**CONFIDENTIAL**

**STATE OF NORTH CAROLINA**

JUDICIAL BRANCH OF GOVERNMENT  
Human Resources Division

**EMPLOYEE PERFORMANCE  
APPRAISAL**

**ADMINISTRATIVE SUPPORT  
FOR JUDGES**

**INSTRUCTIONS:** Complete both the front and back side and retain the original for your files. Forward a copy of the **front side only** to the Administrative Office of the Courts, Human Resources Division, Courier Box 56-10-50, Raleigh, NC, OR, if courier is not available, mail to P. O. Box 2448, Raleigh, NC 27602.

Name Of Employee	Social Security No.	Job Title	Overall Rating
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Name Of Evaluating Supervisor	Title Of Evaluating Supervisor
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Priority (H,M,L)	PERFORMANCE AREAS		LEVEL OF PERFORMANCE				
			<i>(See definitions on reverse side)</i>				
			Distinguished	Commendable	Satisfactory	Marginal	Unsatisfactory
		<b>*Utilize Performance Areas A-H For Office Support/Court Reporters</b>	5	4	3	2	1
	A	Preparation, Processing or Reviewing Correspondence Mail, Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B	Attendance and Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C	Public Contact and Working Relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D	Adherence to Work Deadlines, Policies, Procedures & Performance Standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E	Operation and Maintenance of Equipment and Office Facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F	Preparation of Transcripts and Other Court Documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G	Case Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H	Jury Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**\*Utilize Performance Areas I-M For Trial Court Administrators And Other Administrative Employees**

	I	Development of Programs, Goals and Policies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	J	Compliance with Budget and Expenditure Controls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	K	Communication and Coordination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	L	Performance of Routine work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	M	Preparation of Reports and Presentations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	N		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	O		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	P		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** Mark any performance areas N/A (Not Applicable) in Priority Column when not appropriate for the employee being evaluated.

**CERTIFICATION**

I, the undersigned employee, certify that this performance appraisal and hiring authority/supervisory written comments have been discussed with me and I have been given the opportunity to comment in writing (see reverse side). I understand that my signature does not constitute agreement.

Date Of Annual Evaluation Review	Signature Of Employee
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Date Of Annual Evaluation Review	Signature Of Evaluating Supervisor
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Date Of Annual Evaluation Review	Signature Of Hiring Authority
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	<b>LEVEL OF PERFORMANCE DEFINITIONS</b>	
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● **DISTINGUISHED - LEVEL 5**

Consistently outstanding in meeting and going beyond job requirements. Accomplishes duties in the performance area with a sustained high level of proficiency and performs additional duties or assumes more responsibility resulting in increased work flow in the department.

● **COMMENDABLE - LEVEL 4**

Meets job requirements with some distinction. Accomplishes duties in the performance area with an above average level of proficiency, rarely makes errors and sets the pace for work flow in the department.

● **SATISFACTORY - LEVEL 3**

Fully meets job requirements. Accomplishes duties in the performance area in a reasonable and consistent manner with normal expectations of proficiency and facilitates the normal flow of work in the department.

● **MARGINAL - LEVEL 2**

Marginally meets job requirements. Accomplishes some duties in the performance area but needs to improve proficiency to facilitate the normal flow of work in the department.

● **UNSATISFACTORY - LEVEL 1**

Fails to meet job requirements. Fails to accomplish duties in the performance area or performs them so poorly that work must constantly be redone, and normal flow of work in the department is frequently disrupted.

	<b>EMPLOYEE COMMENT</b>	
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	<b>HIRING AUTHORITY/SUPERVISORY COMMENT</b>	
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Please use this space to cite specific examples of work behaviors that support your rating or any other comments you wish to make about employee performance or career plans.