

STATE OF NORTH CAROLINA

JUDICIAL BRANCH OF GOVERNMENT
Human Resources Division

EMPLOYEE PERFORMANCE APPRAISAL SUMMARY

INSTRUCTIONS: Finalize the annual Employee Performance Appraisal form. Then complete and forward this Performance Appraisal Summary form 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 (First, MI, Last)		Social Security No.	Employee Classification Title	Planning Date
Name Of Evaluating Supervisor		Name Of Hiring Authority		Mid-Year Evaluation Date
Position Location:	Division	District No.	County	Annual Evaluation Date

SECTION I RESPONSIBILITIES/ OBJECTIVES	PERCENT VALUE	RATING			
1		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
2		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
3		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
4		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
5		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
6		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
7		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
OVERALL RATING		<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

SECTION IA MANAGERIAL VALUES	RATING			
Managing Mutual Respect/Diversity	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Managing Employee Performance	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Communication	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Leadership	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
OVERALL RATING	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
COMBINED I AND IA RATING	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

SECTION II PERFORMANCE VALUES	RATING			
Teamwork	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Dependability	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Customer Service	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Continuous Improvement	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Judgment	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
Mutual Diversity/Respect	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
OVERALL RATING	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory
COMBINED I, IA AND II RATING	<input type="checkbox"/> Exceeds Expectations	<input type="checkbox"/> Fully Achieves Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Unsatisfactory

EXTENSION OF RATING PERIOD: Please explain the reason for extending the rating period.

CERTIFICATION

I, the undersigned employee, certify that this performance appraisal has been discussed with me and I have been given the opportunity to comment in writing. I understand that my signature does not constitute agreement.

Date Of Annual Evaluation Review	Signature Of Employee
Date Of Annual Evaluation Review	Signature Of Evaluating Supervisor
Date Of Annual Evaluation Review	Signature Of Hiring Authority