

INTERIM EMPLOYEE RATING

Name	Employee Identification Number	Position Code
Position Title	Department/Agency (Process Level)	Supervisor's Name
Effective Date of Initial Interim Rating	Follow-up Rating Period Start and Ending Dates to	

TYPE **Initial Rating** **Follow-up Rating**

In the space below, address specific performance or behavior problems, identify specific expectations for improvement, and establish a timeframe for improvement. The follow-up rating period is three months, unless a different period is established. By 28 days after a follow-up rating period ends, the appointing authority must either (1) extend the rating period with concurrent notice to the employee or (2) issue a rating. The follow-up rating must address the employee's performance or behavior in relation to expectations established for the follow-up rating period.

EVALUATION **Satisfactory (Applicable for Follow-up Only)** **Unsatisfactory (Initial or Follow-up Rating)**

<p style="text-align: center;">Employer Certifications</p> <p>I certify that this rating is my evaluation of this employee's performance for the period covered.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Supervisor's Signature/Date</p> <p>I certify that I have reviewed this evaluation and concur with the rating given.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Appointing Authority's Signature/Date</p>	<p style="text-align: center;">Employee Certification</p> <p>I certify that I have had an opportunity to review this evaluation and understand that I am to receive a copy of it. I understand that my signature does not indicate agreement with the evaluation.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Employee's Signature/Date</p>
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Receiving an unsatisfactory rating may result in demotion or separation from state employment.

INTERIM EMPLOYEE RATING FORM (CS-375)

INSTRUCTIONS FOR COMPLETION

- A. The Interim Employee Rating form (CS-375) is used to document interim employee ratings and follow-up ratings.
- B. The interim rating documents an employee's unsatisfactory performance or behavior during a review period. An interim rating may be conducted anytime.
- C. An unsatisfactory interim rating must address specific performance or behavior problems, identify specific expectations for improvement, and, if the employee is not dismissed, establish a timeframe for improvement during a follow-up rating period.
- D. The supervisor and appointing authority shall sign and date the form before issuing the interim rating.
- E. The supervisor shall review the rating with the employee and obtain the employee's signature on the form. The employee's signature does not necessarily mean that the employee agrees with the evaluation and rating assigned. The supervisor shall retain a copy of the form, give the employee a copy, and forward the original to the appointing authority.
- F. The follow-up rating period is three months, unless a different period is established. If an employee is suspended, on a leave of absence, or on extended sick leave, the follow-up rating period is automatically extended by that period of time.
- G. By 28 days after the follow-up rating period ends, the appointing authority must either (1) extend the rating period and notify the employee of the new expiration date or (2) issue a new rating on a different form.
- H. At the end of the follow-up rating period, including any extensions, the supervisor shall evaluate the employee's performance and assign a rating of either satisfactory or unsatisfactory. The employee's achievement in relation to the performance or behavior problems should be considered in determining the employee's overall rating. The supervisor's comments should be noted on the form. The supervisor shall review the evaluation with the employee.
- I. The employee shall sign and date the form to certify having reviewed the evaluation and rating. The employee's signature does not necessarily mean that the employee agrees with the evaluation and rating category. The supervisor and appointing authority shall certify to the accuracy of the evaluation and rating. If an employee refuses to sign the form, the supervisor shall indicate that refusal on the form and process it as if the employee had signed.
- J. If the appointing authority does not timely extend the rating period or issue a rating, the employee may request a rating in writing to the appointing authority's human resources director. If the appointing authority does not issue a rating within 14 days after an employee's request is received, the employee is returned to satisfactory standing effective the end of the rating period.
- K. An appointing authority may issue corrective action to or discipline an employee whose performance is unsatisfactory during the follow-up rating period. An appointing authority may dismiss an employee before the end of the follow-up rating period, if appropriate.