**TLT Performance Evaluation Template**

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| *Term-limited temporary (TLT) employees are not members of the Career Service System. TLT employees are at will employees who serve at the pleasure of the appointing authority. A TLT employee may be terminated from employment at any time with or without cause or prior notice.**For purposes of performance management, written performance feedback and performance expectations may**occur annually.*  |
|  |  |
| **Employee Name:**  |  |
| **Department:**  | **Division:**  |
| **Ten Digit Position Number** (if applicable)**:**  |  |
| **Rating Period:**  |
| **1****Criteria Letter** | **2****Weight** | **3****Rating** | **4****Score****(2x3)** | **Criteria and Comments** |
| **A** |  |  |  | **Accomplishment of Job Requirements:**  |
| **B** |  |  |  | **Work Relationships with Co-workers:**  |
| **C** |  |  |  | **Dependability and Reliability:**  |
| **D** |  |  |  | **Gathers and Uses Information:**  |
| **E** |  |  |  | **Job Knowledge and Technical Competence:**  |
| **F** |  |  |  | **Diversity:**  |
| **G** |  |  |  | **Work Relationships w/other Depart./Div./Clients and the Public:**  |
| **H** |  |  |  | **Imagination and Initiative in Performance of Job:**  |
| **I** |  |  |  | **Oral / Written Communication:**  |
| **J** |  |  |  | **Makes Decisions and/or Recommendations within the Scope of the Position:**  |
| **K** |  |  |  | **Meets Work Deadlines:**  |
| **L** |  |  |  | **Cost Consciousness:**  |
| **M** |  |  |  | **Quantity of Work:**  |
| **N** |  |  |  | **Safety:**  |
| **O** |  |  |  | **Supervision:**  |
| **P** |  |  |  | **Other** (e.g., punctuality) |
| **Total** |  |  |  | **Performance Score\*:**  |  | **\* Performance Score = Total Score [Column 4] divided by Total Weight [Column 2]** |

**Rater Comments**:

**Development Program** for next rating period (attach additional sheets if necessary):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rater’s Signature

**Employee Comments**:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_