Parts V, VI, VII, VIII, and IX are written or reviewed by the supervisor and discussed with the employee at the end of the evaluation cycle.

*Virginia Department of Fire Programs*

###### PERFORMANCE EVALUATION

The following pages are printed separate from the remainder of the EWP because they contain confidential employee information.

|  |  |
| --- | --- |
| PART V – Position Identification Information | |
| 30. Position Number: | 31. Agency Name & Code |
| 32. Employee Name: | 33. Employee EID Number: |

|  |  |
| --- | --- |
| PART VI – Performance Evaluation | |
| **34. Core Responsibilities - Rating Earned** | **35. Core Responsibilities - Comments on Results Achieved** |
| **A.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **B.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **C.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor | . |
| **D.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **E.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **F.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |

|  |  |
| --- | --- |
| **36. Special Assignments - Rating Earned** | **37. Special Assignments - Comments on Results Achieved** |
| **G.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **H.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |

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| --- | --- |
| **38. Agency/ Department Objectives - Rating Earned** | 39. Agency/Department Objectives - Comments on Results Achieved |
| **I.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **J.**  Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |
| **40. Other significant results for the performance cycle:** | |
|  | |
| Part VII - Employee Development Results | |
| **41. Year-end Learning Accomplishments:** | |

|  |  |  |
| --- | --- | --- |
| **Part VIII - Overall Results Assessment and Rating Earned** | | |
| An employee must receive at least one Performance Management Need Improvement/Substandard Performance form during the performance cycle in order to be eligible for an overall “Below Contributor” rating during the same performance cycle.  An employee who earns an overall rating of “Below Contributor” must be reviewed again within three months.  An employee must receive at least one Acknowledgment of Extraordinary Contribution form during the performance cycle in order to be eligible for an overall “Extraordinary Contributor” rating during the same performance cycle. However, the receipt of an Acknowledgment of Extraordinary Contribution form does not guarantee an overall performance rating of “Extraordinary Contributor” for that performance cycle. | | |
|  | 42. Overall Rating Earned Extraordinary  Contributor    Major Contributor  Contributor  Marginal Contributor  Below Contributor |  |

|  |  |  |
| --- | --- | --- |
| Part IX - Review of Performance Evaluation | | |
| 43. Supervisor’s Comments: | Signature:  Print Name:  EID: | Date: |
| 44. Reviewer’s Comments | Signature:  Print Name:  EID: | Date: |
| 1. Employee’s Comments: | Signature:  Print Name:  EID: | Date: |