



PERFORMANCE EVALUATION FOLLOW-UP ACTION

NAME \_\_\_\_\_ DEPARTMENT \_\_\_\_\_

JOB CLASSIFICATION \_\_\_\_\_ HIRE DATE \_\_\_\_\_

DATE OF LAST EVALUATION \_\_\_\_\_

TYPE OF EVALUATION     Annual             End of Probation Period     Other

**Rate Increase** (based on positive performance level)

Current rate \_\_\_\_\_ Suggested rate increase \$ \_\_\_\_\_ %

Type of Increase:  Merit  Promotion  Other (specify) \_\_\_\_\_

**Eligibility for Promotion**

Department \_\_\_\_\_ Job Title \_\_\_\_\_

**Training**

If training to improve performance or increase knowledge of job is indicated, please suggest the type of training you feel is necessary. The purpose of the training would be:

- Additional training for new employees
- Improving skills of an employee

**Development**

Provide training to upgrade skills. This is for consideration when an employee has been identified who possesses the ability to do work above their current level.

**Recommendation for Transfers**

If it is advisable to transfer an employee to another area of your department, or to a different department, discuss this with the employee to determine their interest.

Department \_\_\_\_\_ Job Title \_\_\_\_\_

**Termination** (only in the case of an unsatisfactory rating)

Occasionally, the evaluation of an employee performance deems it advisable to terminate their employment relationship with UAS. This option must be discussed with the Director of Human Resources before taking action.

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor Name

Supervisor Signature

Date