

KANSAS JUDICIAL BRANCH Administrative Hearing Officer Performance Evaluation

Effective Date: (mm/dd/yy)	Employee Name:	Employee ID: Job Title:	Grade: Step:
District # and County: /	Dept. ID:	Rating Period: (mm/dd/yy) From:	To:

Review Type: Please check:

Probationary	Movement to step B	Movement to step D
Annual	Movement to step C	Movement to step E
Special		

SECTION I.

Instructions:

1. **Rating Duties:** First, make sure any duties added to your employee's position description are added to this evaluation. Next, mark ONE of the spaces provided for each duty. If your employee does not perform a listed duty, mark the space labeled *Not Applicable*. Mark the space labeled *Unacceptable* if your employee's performance of the duty fails to meet your standards. Mark the space labeled *Needs Improvement* if your employee's performance of the duty somewhat meets your standards but must be improved to fully meet your expectations. Mark the space labeled *Successful* if your employee's performance fully meets your expectations. Mark the space labeled *Beyond Expectations* only if your employee's performance is truly beyond what you would normally expect. This option should be used *only* for exceptional performance.
2. **Rating Categories:** Assign a rating of U for *Unacceptable*, S for *Successful*, or B for *Beyond Expectations* in the space to the left of each major job duty category after the duty ratings have been assigned.
3. **Full Performance Column (For employee on step C only):** Review the full performance definition below and apply it to each of the employee's assigned duties. Mark the space in the full performance column only if the employee is making satisfactory progress toward full performance or has demonstrated full performance of the duty.

Full Performance Definition

The state of possessing and applying knowledge, experience, abilities and personal attributes to perform independently all functions of the employee's position.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	<i>Not Applicable</i>	<i>Performance of this duty is rated:</i>				<i>Full Performance (step C only)</i>
		<i>Unacceptable*</i>	<i>Needs * Improvement</i>	<i>Successful</i>	<i>Beyond * Expectations</i>	
Supervision Duties						
Developing and implementing employee training and development	_____	_____	_____	_____	_____	_____
Providing guidance and information to staff	_____	_____	_____	_____	_____	_____
Developing policies and recommending procedures	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Court Duties						
Setting up and preparing cases	_____	_____	_____	_____	_____	_____
Ensuring proper case procedures	_____	_____	_____	_____	_____	_____

* Any duties rated *Unacceptable*, *Needs Improvement*, or *Beyond Expectations* require additional documentation in Section II of this form.

Category Rating U = Unacceptable S = Successful B = Beyond Expectations	Not Applicable	Performance of this duty is rated:				Full Performance (step C only)
		Unacceptable *	Needs * Improvement	Successful	Beyond * Expectations	
Court Duties (cont.)						
Supervising and overseeing docketing	_____	_____	_____	_____	_____	_____
Serving as liaison with other agencies	_____	_____	_____	_____	_____	_____
Scheduling interpreters	_____	_____	_____	_____	_____	_____
Arranging for security officers when necessary	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Legal Duties						
Drafting documents for district court judge	_____	_____	_____	_____	_____	_____
Ordering books and research materials	_____	_____	_____	_____	_____	_____
Managing caseload	_____	_____	_____	_____	_____	_____
Tracking cases	_____	_____	_____	_____	_____	_____
Compiling statistics related to cases	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Child Support Enforcement and Judicial Process Duties						
Preparing child support worksheets	_____	_____	_____	_____	_____	_____
Assisting with CLE for local bar	_____	_____	_____	_____	_____	_____
Establishing, modifying and enforcing child support, parenting and paternity	_____	_____	_____	_____	_____	_____
Taking testimony	_____	_____	_____	_____	_____	_____
Preparing written findings of fact and conclusions of law	_____	_____	_____	_____	_____	_____
Entering orders	_____	_____	_____	_____	_____	_____
Sitting on committees	_____	_____	_____	_____	_____	_____
Working on community projects	_____	_____	_____	_____	_____	_____
Presiding at summary hearings relating to the Kansas Parentage Act	_____	_____	_____	_____	_____	_____
Evaluating evidence and hearings	_____	_____	_____	_____	_____	_____
Deciding manner to establish or enforce court orders	_____	_____	_____	_____	_____	_____
Accepting voluntary acknowledgment of support liability and stipulated agreements	_____	_____	_____	_____	_____	_____
Accepting voluntary acknowledgment of parentage	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
Public Relations Duties						
Conducting or coordinating speaking engagements or tours	_____	_____	_____	_____	_____	_____
Serving as information resource to public, court, staff, and OJA	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

FULL PERFORMANCE (For employee on step C):

1. During this rating period, the employee:

- Made satisfactory progress overall toward full performance (employee must receive an overall performance rating of at least *Successful* or better.)
- Did not make satisfactory progress overall toward full performance.

2. After three years on step C, the employee:

- Demonstrates full performance of all duties of the position (only for employee with three *Successful* or better overall performance ratings while on step C)
- Does not demonstrate full performance of all duties of the position

RECOMMENDED OUTCOMES (If applicable):

- Permanent status granted (*Successful* completion of one year of probation)
- Step movement approved (overall rating must be at least *Successful*)
- Step movement not approved
- Employment terminated
- Employee has received three overall annual performance ratings of at least *Successful* and has met the requirements for full performance.
- Other: _____

Additional Comments: Use and attach additional pages if necessary.

This is to certify I have reviewed my position description and I have been advised of my performance and I have been given the opportunity to comment. My signature does not necessarily indicate I agree with the evaluation of my performance.

Employee Signature_____
Date_____
Rater Signature_____
Date_____
Appointing Authority Signature_____
Date