

## KANSAS JUDICIAL BRANCH COURT SERVICES OFFICER I, II, III EMPLOYEE PROGRESS REPORT (not for Chief CSO)

This form is to be used for reviewing employee work progress, job performance, for disciplinary purposes, or as a notice of concern. The form is required for use with all probationary employees within three months of the initial date of employment or date of promotional appointment, and six months after the start of the evaluation period for all employees. After completion, the original copy is to be submitted to the Office of Judicial Administration to be put in the employee's personnel file, a copy is to be put in the employee's personnel file locally and a copy is to be given to the employee. This form can also be used at any time when the supervisor thinks it necessary or upon request of the employee.

Please check the use of this form:       probation                       mid-term evaluation                       other (please specify below under comments)

Employee's Name: \_\_\_\_\_  
 District/County: \_\_\_\_\_ / \_\_\_\_\_  
 Job Title: \_\_\_\_\_  
 Date: (mm/dd/yy) \_\_\_\_\_  
 Date of Hire or Promotion: (mm/dd/yy) \_\_\_\_\_

Instructions: Mark ONE of the spaces provided below. If the job duty category is not performed by the employee, check the box in the *Not Applicable* column.

	Not Applicable	Beyond Expectations	Successful	Unacceptable
Human Resources and Personnel Duties	_____	_____	_____	_____
Fiscal and Budget Duties	_____	_____	_____	_____
Administrative Duties	_____	_____	_____	_____
Supervision Duties	_____	_____	_____	_____
Caseload Duties	_____	_____	_____	_____
Client Duties	_____	_____	_____	_____
Court Duties	_____	_____	_____	_____
Public Relations Duties	_____	_____	_____	_____

### RATING DEFINITIONS

**BEYOND EXPECTATIONS:** Performance far exceeds the normal scope of the job requirements. It represents a level of performance that is rare and unusual.

**SUCCESSFUL:** Performance demonstrates competence and skill at one's job.

**UNACCEPTABLE:** Performance fails to meet the requirements of the position.

COMMENTS:

Employee's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's signature does not constitute agreement, but acknowledgment of evaluation discussion