

KANSAS JUDICIAL BRANCH ADMINISTRATIVE ASSISTANT/SECRETARY I, II EMPLOYEE PROGRESS REPORT

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 |
|--------------------------------|-------------------|------------------------|------------|--------------|
| Supervision/Lead Worker Duties | _____ | _____ | _____ | _____ |
| Fiscal and Budget Duties | _____ | _____ | _____ | _____ |
| Court Duties | _____ | _____ | _____ | _____ |
| Office 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