

CONFIDENTIAL

STATE OF NORTH CAROLINA
JUDICIAL BRANCH OF GOVERNMENT
Human Resources Division

EMPLOYEE PERFORMANCE
APPRAISAL
(LEGAL SUPPORT - DISTRICT ATTORNEYS
AND PUBLIC DEFENDERS)

INSTRUCTIONS: Complete and forward this Performance Appraisal form to the Administrative Office of the Courts, Human Resources Division, Courier Box 56-10-50, Raleigh, NC OR if courier is not available, mail to P.O. Box 2448, Raleigh, NC 27602.

<i>Name Of Employee (First, MI, Last)</i>	<i>Social Security No. (Last Four Digits)</i>	<i>Employee Classification Title</i>
<i>Name Of Evaluating Supervisor</i>		<i>Title of Evaluating Supervisor</i>
<i>Name Of Hiring Authority</i>	<i>Position Location</i>	<i>Division</i> <input type="checkbox"/> DA <input type="checkbox"/> PD
		<i>District No.</i> <i>County</i>

PERFORMANCE AREA RATINGS:

5 - Distinguished 4 - Commendable 3 - Satisfactory 2 - Marginal 1 - Unsatisfactory

PERFORMANCE

Performance Area	Rating
A. Performance of Routine Work and Special Assignments	
B. Working Relationships with Office Personnel	
C. Attendance and Punctuality	
D. Public Contact and Communication	
E. Office Administrative Support	
F. Supervision and Leadership	
G. Research and Investigative Functions	
H. Case Management	

Rating Period Ending Date _____

OVERALL RATING
 (average of performance area ratings)



PERFORMANCE

Use this space for examples of work behaviors that support your rating or any other comments you wish to make about employee performance or career plans.

CERTIFICATION

I, the undersigned employee, certify that this performance appraisal has been discussed with me and I have been given the opportunity to comment in writing. I understand that my signature does not constitute agreement.

<i>Date</i>	<i>Signature Of Employee</i>
<i>Date</i>	<i>Signature Of Evaluating Supervisor</i>
<i>Date</i>	<i>Signature Of Hiring Authority</i>