

EMPLOYEE PERFORMANCE APPRAISAL
STATE OF ALABAMA
Personnel Department



Employee Name: BRIAN A ROBINSON Social Security Number: XXX-XX-████
 Agency: 043/PARDONS & PAROLES Division: 0000/FS/BIRMINGHAM OFFICE
 Classification: PROBATION & PAROLE OFF Class Code: 60901 Position #: 3451901
 Period Covered From: 6/1/2018 To: 06/01/2019 Annual Raise Effective: August 2019

APPRAISAL SIGNATURES: Signatures are to be provided after the form has been completed. Signatures denote supervisor and employee discussion and receipt of form. Employee signature does not denote agreement. All signatures are mandatory.

Rating Supervisor	Employee	Reviewing Supervisor
SSN <u>XXX-XX-████</u>		SSN <u>XXX-XX-████</u>
<u>Meta W. Eatman</u> Rater Signature	<u>[Signature]</u> Employee Signature	<u>Terry Cauthon</u> Reviewer Signature
<u>META W. EATMAN</u> Rater Printed Name	<u>5/3/19</u> Date	<u>Terry Cauthon</u> Reviewer Printed Name
<u>5/3/19</u> Date		<u>5/3/2019</u> Date
Initial if comments attached	Initial if comments attached	Initial if comments attached

PERFORMANCE APPRAISAL SCORE: Locate the Responsibility Score on the back of this form and write it in the appropriate space. Locate the Disciplinary Score, also on the back of this form, and write it in the appropriate space. The Disciplinary Score is subtracted from the Responsibility Score to derive the Performance Appraisal Score. Mandatory documentation is to be maintained in the agency's personnel files if a "Does Not Meet" or "Consistently Exceeds" rating is given.

28 28.8 - 0 = 28 28.8 JP
 Responsibility Score Disciplinary Score Performance Appraisal Score

This employee's work:

- | | | | | |
|---|---|----------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Does Not Meet Standards
(6.6 or below) | Partially Meets Standards
(6.7 - 16.6) | Meets Standards
(16.7 - 26.6) | Exceeds Standards
(26.7 - 36.6) | Consistently Exceeds Standards
(36.7 - 40) |

WORK HABITS: Check the appropriate space for each Work Habit area. Work Habits pertain to conduct occurring in this Appraisal period. Provide an explanation below for marking any work habit as "Unsatisfactory." Attach additional sheets if necessary. No disciplinary action has to be taken to mark a Work Habit "Unsatisfactory."

	Unsatisfactory	Satisfactory
Attendance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Punctuality	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Cooperation with Coworkers	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Compliance with Rules	<input type="checkbox"/>	<input checked="" type="checkbox"/>

60:11 9-MAY-2019
 MAY - 6 2019

RESPONSIBILITIES: List an abbreviated version of the employee's responsibilities below as documented on and discussed during the Preappraisal. Record the appropriate rating in the box for each responsibility. Rating(s) of appropriate responsibilities should reflect any disciplinary action(s) that has been taken during this appraisal period.

	0 Does Not Meet Standards	1 Partially Meets Standards	2 Meets Standards	3 Exceeds Standards	4 Consistently Exceeds Standards
Responsibility					Rating
1. Investigates offenders' personal, social and legal history.					3
2. Completes validated risk/needs assessments accurately.					3
3. Supervises offenders based on risks/needs assessments, case management plan, etc					3
4. Monitors and documents offenders' compliance with rules.					3
5. Maintains and reports caseload data in the proper format.					3
6. Collects money as related to probation and parole supervision from offenders.					3
7. Interacts with the general public, other Probation and Parole offices, etc.					3
8. Obtains and enters victim notification information into the VNS.					2
9. _____					□
10. _____					□

RESPONSIBILITY SCORE:

$$\begin{array}{ccccccc}
 \frac{23}{\text{Total of}} & \div & \frac{8}{\text{Number of}} & = & \frac{2.88}{\text{Average}} & \times & 10 & = & \frac{28.8}{\text{Responsibility}} & \text{JP} \\
 \text{Responsibilities/Results} & & \text{Responsibilities} & & \text{Responsibility} & & & & \text{Score} \\
 \text{Ratings} & & & & \text{Rating} & & & & &
 \end{array}$$

DISCIPLINARY ACTIONS: Any disciplinary action taken with the employee during this appraisal period is to be documented below. Provide the number of disciplinary actions and steps taken with the employee during the appraisal year. If no disciplinary action has been taken, a "0" should be marked in each block provided. Attach a copy of the warning(s), reprimand(s), suspension(s) or demotion to the Appraisal.

Warning <u>0</u>	Reprimand <u>0</u>	Suspension <u>0</u>	Demotion <u>0</u>
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DISCIPLINARY SCORE: This section should include the use of the discipline steps of reprimand, suspension, and demotion only. The Disciplinary Score does not include scores for counseling and warnings. To calculate the Disciplinary Score, identify the most severe step of discipline taken with the employee during this appraisal period. If the most severe step was one or more reprimands, the Disciplinary Score will be 7. If the most severe step was one or more suspensions, the Disciplinary Score will be 17. If the most severe step taken with the employee in the appraisal year was one or more demotions, the Disciplinary Score will be 24. Otherwise, the Disciplinary Score will be 0.

DISCIPLINARY SCORE: 0