



Several instructions should be carefully noted:

1. Do not attempt to complete the overall evaluation on the last page until all criteria have been checked.
2. Indicate whether you are recommending retention, release, or dismissal. A person whose overall evaluation is "Does Not Meet Expectations" shall be recommended for release, and documentation giving detailed reasons for the unsatisfactory evaluation must be attached to all copies of the form (unless the provisions of Article 13.6.6 of the SEIU contract are applicable).
3. Have the employee sign the acknowledgment and date it.
4. When criteria is checked "Exceeds Expectations" or "Does Not Meet Expectations," a specific factual explanation is required in the corresponding comments section. "Recommendations and Commendatory Remarks" (on the back page) are required for any employee whose overall evaluation is marked with "Exceeds Expectations" or "Does Not Meet Expectations."