

Performance Evaluation Program**Administrative, Operational, Institutional Services Units,
And Division of Military and Naval Affairs Unit****ANNUAL PERFORMANCE
EVALUATION FORM****INSTRUCTIONS TO SUPERVISORS****AT THE START OF THE
EVALUATION PERIOD**

Complete Sections 1 and 2A.

**AT THE MIDPOINT OF THE
EVALUATION PERIOD**

Complete Section 3.

**AT THE END OF THE
EVALUATION PERIOD**

Complete Sections 1, 2, 3, 4, 5 and 6.

SECTION 1 - EMPLOYEE IDENTIFICATION**Enter the following information.**Employee's Name Juan Estrella Agency/ Facility SUNY Downstate Medical CenterSocial Security Number XXX-XX-1896 Division/ Section Admin Services/ Mail ServicesTitle Senior Mail and Supply Clerk Salary Grade 9 Line Number 33459Evaluation Period From: February 18, 2009 To September 30, 2009Employee's Negotiating Unit: ☒ Administrative Services ☐ Institutional Services ☐ Operational Services ☐ DMNA**SECTION 2A - PERFORMANCE PROGRAM****List the Important tasks of the job and briefly describe
How you expect each to be performed. Your
Expectations should be expressed in terms of quality
and/or quantity where possible.**

1. Supervise, train and guide all subordinate staff in processing of incoming and outgoing USPS mail, all express couriers and inter-office mail according to established procedures through both written and verbal assignments and schedules on a daily and/or weekly basis, insuring all daily mail is fully sorted and delivered within 24 hours of DMC Mail Services receipt. Visually observes and corrects activities and tasks performed by subordinates to insure Mail Services activities are properly covered and rotated through scheduling and carried out efficiently and accurately in accordance with USPS and DMC rules and regulations.
2. Monitors daily re-addressing of mail undeliverable as addressed ("look up mail" through online and other directory resources.
3. Computes and/or affixes proper postage according to weight and class through knowledge of DMC Mail Services equipment and USPS and other courier rules regulations and rates. Assists DMC customers in interpreting and applying USPS and courier regulations governing mail and parcel processing, and within approved courier rates.
4. Maintains daily records of incoming accountable mail and courier services. Insures the recording of daily postage use, and monitors meter postage balances, and processes timely replenishment of meter postage funds to ensure DMC meter postage is always available.
5. Reconciles all express courier service invoices to customer requisitions and Bursar payments, preparing invoice payment documents and re-billing of all services to DMC affiliated entities, through the receipt of payment for all services. Establish & maintain all DMC Mail Service files for audit purposes.
6. Counsel staff as needed to maximize efficiency and effectiveness, referring all relevant matter to superiors and keeping superiors abreast of any operational matters that arise, and making operational improvement recommendations as warranted.

SECTION 2B - PERFORMANCE APPRAISAL**Describe the employee's performance in accomplishing the
tasks specified in Section 2A. Explain how the employee's
performance met, exceed or faded to meet your
expectations.**I received a copy of this performance program on 2-18-09
(Date)Employee: J.E.
(Employee's Initials)

(Attach additional sheets, if necessary)

SECTION 3 – SIX-MONTH RECERTIFICATION (OPTIONAL)

We met within one month before or after the approximate midpoint of the rating period to discuss the employee's performance, and to reaffirm or revise the performance program (if revised; changes have been reviewed and approved, and revisions are attached). If a rating were assigned today based upon service to date, I would propose that it be:

☐ Satisfactory ☐ Unsatisfactory (check one). This is not a rating: therefore it cannot be appealed.

Supervisor's Name: _____ Signature: _____ (Date) _____

Employee's Name: _____ Signature: _____ (Date) _____

SECTION 4 – SUPERVISOR'S COMMENTS

Comment on other aspects of the employee's performance (such as skills, behaviors, personal characteristics and time and attendance patterns) which have affected the employee's performance or the performance of other employees. Suggest ways in which performance can be improved.

Represents 16 payperiods (8 month) temporary promotion to SG9 Sr. Mail & Supply Clerk effective on or about 2/18/09.

Prepared by _____
(Print or type name) (Signature) (Date)

SECTION 5 – PERFORMANCE RATING Check the rating which best summarizes the employee's performance. A rating of "Unsatisfactory" must be supported by specific explanation and justification.

☐ **SATISFACTORY:** This is a broad category which covers a wide range of employees, all of whom are performing acceptably. It is the expected and usual level of performance. The employee generally meets performance expectations as specified in the performance program for all tasks and performs in a good, competent manner. This is the level which can minimally be expected from an employee in order for the work unit to function effectively.

The employee's performance may also be characterized as meeting minimal performance expectations for the job yet there may be areas of performance which should be improved. The employee may meet performance expectations for certain tasks or assignments, but some assignments may require extra follow-up and direction by the supervisor. It is only when the employee's performance clearly shows that it is below the expected performance level that a rating other than "Satisfactory" should be considered.

Note: Because this rating covers a wide range of performance, supervisors may want to consider the length of time the employee has been in the job as appropriate (i.e., employees in the same job title may be performing satisfactorily but at different levels due to length of time and/or experience on the job).

☐ **UNSATISFACTORY:** The employee clearly does not meet performance expectations for one or more tasks, not even at a minimally acceptable level. The employee requires significant extra direction, or the supervisor finds it necessary to avoid assigning normal tasks to the employee. The employee cannot be relied upon to carry out critical assignments in a timely and effective fashion. There is a need for immediate and significant improvement in performance. Appeal Rights: Only ratings of "Unsatisfactory" can be appealed. Disputes concerning issues such as an employee's performance program, and the rating and appeals process are not subject to appeal. Employees must file an appeal within 15 calendar days of the receipt of an "Unsatisfactory" rating. Appeals forms and procedural information are available from your personnel office. Employees have the right to a personal appearance and to designated representation before the Appeals Board.

SECTION 6 – REVIEW AND APPROVAL

The employee's rating is not final until it is reviewed and approved.

Approved by _____
(Print or Type Name) (Signature) (Date)

SECTION 7 – EMPLOYEE COMMENTS

I met with my supervisor on _____ to discuss my work performance. I have read this evaluation and discussed it with my supervisor. My signature does not necessarily signify that I agree with this evaluation.

My written comment concerning this evaluation is as follows (optional): _____

Employee _____
(Print or Type Name) (Signature) (Date)