

Employee Performance Evaluation Attachment

**Delinquent Completion of Evaluation Meetings**

Employee's Name/PerNr: \_\_\_\_\_ Job Title: \_\_\_\_\_

Evaluator/Supervisor's Name: \_\_\_\_\_

Directions: Record a brief explanation for any evaluation meetings held outside of the required compliance timeframes per 101 KAR 2:180. Supervisor must sign and date.

**Performance Plan not completed within January 1<sup>st</sup> - January 31<sup>st</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states the evaluator shall establish a performance plan for each eligible employee no later than January 31<sup>st</sup> after the start of the performance period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Mid-Year Interim Review not completed within July 1<sup>st</sup> – July 31<sup>st</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states the mid-year interim review shall be completed no later than July 31 after the end of the interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Year-End Interim Review not completed within January 1<sup>st</sup> – January 31<sup>st</sup> due to the following:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states the year-end interim review shall be completed no later than January 31 after the end of the interim review period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Annual Performance Evaluation not completed within January 1<sup>st</sup> – January 31<sup>st</sup> due to the following: \_\_**

*\*I understand that I may be held accountable for failure to adhere to 101 KAR 2:180 which states the performance evaluation shall be completed no later than January 31<sup>st</sup> after the end of the annual performance period.*

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_