

LINCOLN POLICE DEPARTMENT

PERFORMANCE EVALUATION INSTRUCTIONS FOR EMPLOYEES WHO HAVE BEEN SUPERVISED BY MORE THAN ONE PERSON DURING THE RATING PERIOD

1. The current immediate supervisor is responsible for ensuring that the evaluation is completed
2. In the event the current immediate supervisor has supervised the employee for less than two months, he/she should transfer the rating to the supervisor who supervised the employee for the longest time period.
3. The rating supervisor is required to seek input and advice from all supervisors who supervised the employee during any period of two months or more, prior to completing the rating. These supervisors may submit written comments to supplement the rating.
4. An employee may request a separate rating from each supervisor who supervised the employee for two months or more during the rating period. In that case, the final rating will be a composite of each of the ratings, weighted according to the number of months each supervisor supervised the employee.

During this rating period _____ was supervised by the following persons:
Employee's Name & Employee number

In the space provided, initial each column that applies

SUPERVISOR'S NAME	APPROXIMATE DATES I SUPERVISED THIS EMPLOYEE	I HAVE BEEN CONSULTED AND CONCUR WITH THE RATING AS PREPARED	I HAVE SUBMITTED NARRATIVE COMMENTS TO SUPPLEMENT THE RATING	I HAVE PREPARED A SEPARATE RATING
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____