

**Performance Appraisal Review  
Non-Civil Service**

Employee Name	_____	Supervisor Name	_____
Employee ID #	_____	Department Name	_____
Job Title	_____	Date Evaluation Received	_____
Appraisal Fiscal Year	_____	Date of Review	_____

- Human Resources encourages that Employees of Non-Civil Service departments have one review by way of an open-door policy by the Director or ACM/Chief if they report to the Director. Assistant Directors may have one review to their ACM/Chief. Directors may have one review by the City Manager or their designee.
- Requests for Non-Civil Service Performance Reviews must be requested within ten (10) working days of receiving the evaluation.
- A printed or PDF copy of the performance evaluation along with the signed and completed Review form must be sent to your HR Partner and the person designated to hear the review.
- Provide any documentation that you would like to be considered for a higher rating.
- Written Review Responses shall be issued within ten (10) working days of hearing date.

Performance Rating Being Reviewed: **Unsuccessful**  **Partially Successful**  **Fully Successful**

I wish to have my evaluation reviewed and feel that my performance justifies a higher rating due to the following accomplishments and/or reasons:

I understand that I must complete this form and attach my performance evaluation, and any documentation that I wish to be considered for re-evaluation. I also understand that failure to discuss the facts of the case at any informal level of these procedures constitutes withdrawal of the review and the last decision rendered to be final.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_