**USPS ANNUAL PERFORMANCE EVALUATION**

**PERFORMANCE BY EXCEPTION**

Rating Period: From ______________________ (Month/Day/Year)

To ______________________ (Month/Day/Year)

<table>
<thead>
<tr>
<th>Employee ID</th>
<th>Name of Employee</th>
<th>Position Number</th>
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<tr>
<th>Class Title</th>
<th>Department Name</th>
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This is to confirm that a meeting has been held to review and discuss the following:

1. Performance during the preceding year or since the last evaluation.
2. Performance expectations and goals for the coming year.
3. Possible updates or revisions to the position description and performance standards.

This annual review verifies that no significant changes have occurred in performance and the rating of ______________________ (overall rating) continues as indicated on the last evaluation discussed on ______________________ (date of LAST YEAR’S evaluation).

**Supervisor’s Comments:**

________________________________________

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________________________________________

**Employee’s Comments:**

________________________________________

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________________________________________

Are additions/changes needed on the employee’s position description?  ______ Yes  ______ No

(If yes, forward a copy of the revised position description through normal approval process.)

Signature of Rater ______________________  Title ______________________  Date ____________

Signature of Higher Level Supervisor ______________________  Title ______________________  Date ____________

Signature of Employee ______________________  Date ____________

Revised 04/21/2011