**Section 420.350 Performance Evaluation Forms**

a)

The Director of Personnel shall prescribe the form used for performance evaluations.

b) For an employee serving a 6 month probationary period, the department shall prepare and submit to the Department of Personnel 2 evaluations, one at the end of the third month of the employee's probationary period and another 15 days before the conclusion of the probationary period.

c) For an employee serving a 3 month probationary period, the department shall prepare and submit to the Department of Personnel an evaluation form 2½ months after the commencement of the probationary period.

d) For a certified employee, each department shall prepare an evaluation not less often than each time an employee receives a satisfactory or superior performance increase under the Department of Personnel's Pay Plan.

e) A prepared employee evaluation shall not be considered completed or final for any purpose until the employing department director or designee has entered approval directly on the evaluation form by way of signature or other means of identification.

f) For purposes of promotion, demotion, layoffs, transfers, reemployment, discipline, discharge, etc., the Director of Personnel and the employing department director shall give greater weight to an employee's most recent performance evaluation as opposed to earlier evaluations in considering any potential change in the employee's current status with the office.

(Source: Amended at 32 Ill. Reg. 15017, effective September 8, 2008)