TO: SUPERVISORS OF EXTRA HELP EMPLOYEES

FROM: HUMAN RESOURCES TESTING UNIT

RE: TESTING PROCEDURES FOR EXTRA HELP EMPLOYEES

In order for Extra Help Employees to be considered for taking a Civil Service test, please complete the three months Evaluation form on the following page.
FOR SUPERVISOR USE ONLY

Extra Help
THREE MONTHS EVALUATION/TESTING CONSIDERATION

__________________________
Extra Help Name

As Supervisor of the department of ____________________________, I am submitting a performance evaluation for the Extra Help employee named at the top of this form.

Please check and rate accordingly (If Need Improvement is checked, must add comment)

<table>
<thead>
<tr>
<th>Rating</th>
<th>Above Expectations</th>
<th>Meets Expectations</th>
<th>Needs Improvement *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Attendance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Punctuality</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Performance</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Additional comments:

__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

__________________________
Supervisor Print Name

__________________________
Signature

__________________________
Date

Please fax directly to Testing at: (773) 995-2942

If ‘Needs Improvement’ is checked the employee must show improvement in thirty days and then reevaluated before the test is administered.