



## DEPARTMENT OF JUVENILE JUSTICE PERFORMANCE EXPECTATIONS FEEDBACK FORM

<b>Employee Name</b>		<b>Employee ID</b>	
<b>Position Title</b>		<b>Evaluation Period</b> (i.e. July 1, 2017 – June 30, 2018)	
<b>Corrective Action Begin Date</b>		<b>Corrective Action End Date</b> (30 calendar days from begin date)	

Pursuant to Rule [60L-35.003\(2\)\(d\), F.A.C.](#), supervisors must timely inform employees in writing of performance expectation deficiencies that could result in a “Below Expectation” or Unacceptable” rating and the necessary corrective action to be taken prior to the end of the evaluation period.

**INSTRUCTIONS:** Supervisors must document in the respective areas identified below, the employee’s performance expectation, the deficiencies for the identified expectation, and the necessary corrective action. Employees shall be given 30 calendar days from the corrective action begin date to improve performance. Supervisors must reevaluate the employee’s performance at the end of the corrective action end date. The Performance Feedback Form can be completed as often as necessary.

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**Performance Expectation(s):**

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**Performance Deficiencies:**

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**Necessary Corrective Action:**

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**Employee Comments:**

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The Performance Expectations Feedback Form is used as a tool to assist employees and supervisors identify expectation(s) that are being performed below standard, and the actions required to meet the expectation. This form is not intended as, and does not take the place of, the yearly performance evaluation required by statute, administrative rule and or agency policy. A copy of the complete, signed form shall be provided to the employee, **and** attached to the employee’s performance evaluation for the evaluation period identified above.

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**Employee’s Signature**

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**Supervisor’s Signature**

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**Date**

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**Date**

Email to: [HR Performance Management](#) via Outlook for questions and or assistance