



FLORIDA DEPARTMENT OF JUVENILE JUSTICE PERFORMANCE EVALUATION CLOSE-OUT MATRIX

PERFORMANCE EVALUATION CLOSE-OUT MATRIX		
Personnel Action (Current Employees)		Close-Out Evaluation
		Completed by Supervisor (Before Action)
Original Appointment		Yes
Promotion / Demotion / Reassignment		Yes
Lateral Appointment	a. No Change in Expectations	No
	b. Change in Supervisor with No Change in Expectations	No
	c. Change in Expectations	Yes
	d. Change in Supervisor with Change in Expectations	Yes
All Separations including involuntary, abandonment, etc. - An evaluation must be completed even if the rating is "N – None Given" with an explanation (unable to rate or too new to rate) of the rating.		Yes
Close-outs must be completed before the Personnel Action Request (PAR) has been acted upon/completed.		9/4/14