



# Haryana Government Gazette

## EXTRAORDINARY

Published by Authority

© Govt. of Haryana

---

---

No. 114-2024/Ext.] CHANDIGARH, THURSDAY, JULY 25, 2024 (SRAVANA 3, 1946 SAKA)

---

---

HARYANA GOVERNMENT

CITIZEN RESOURCES INFORMATION DEPARTMENT

**Notification**

The 25th July, 2024

**No. Admn/511/2024/ISIT/19902.**— The Governor of Haryana is pleased to notify the “IT Saksham Yuva Scheme, 2024”, a copy of which is attached at **Annexure – “X”**.

V. UMASHANKAR,  
Additional Chief Secretary to Government Haryana,  
Citizen Resources Information Department (CRID).

# IT Saksham Yuva Scheme (IT-SYS)



Citizen Resources Information Department (CRID)  
Government of Haryana

---

**Table of Contents**

<b>1. Introduction to Scheme .....</b>	<b>3</b>
<b>2. Objectives .....</b>	<b>3</b>
<b>3. Details of IT Saksham Yuva Scheme 2024 .....</b>	<b>4</b>
<b>3.1 Short title and commencement .....</b>	<b>4</b>
<b>3.2 Definitions .....</b>	<b>4</b>
<b>3.3 Eligibility Criterion under IT Saksham Yuva Scheme: .....</b>	<b>5</b>
<b>3.4 Implementation Strategy .....</b>	<b>5</b>
<b>3.5 Future Prospects for the IT Saksham Yuva .....</b>	<b>6</b>
<b>3.6 Remuneration .....</b>	<b>6</b>
<b>4. Stakeholders Roles &amp; responsibilities:.....</b>	<b>7</b>
<b>4.1 Citizen Resources Information Department (CRID).....</b>	<b>7</b>
<b>4.2 Haryana Skill Development Mission (HSDM) .....</b>	<b>8</b>
<b>4.3 Haryana State Electronics Development Corporation Limited (HARTRON) and Haryana Knowledge Corporation Limited (HKCL) and Shri Vishwakarma Skill University (SVSU) .....</b>	<b>8</b>
<b>4.4 Indenting Government / private entities.....</b>	<b>8</b>
<b>5. Power to Interpret, Amend, and Relax .....</b>	<b>9</b>
<b>6. Draft Budget/fund estimations .....</b>	<b>9</b>
<b>7. General Conditions: .....</b>	<b>10</b>
<b>Annexure – I.....</b>	<b>11</b>
<b>Annexure - II.....</b>	<b>12</b>
<b>Annexure - III .....</b>	<b>13</b>
<b>Annexure - IV .....</b>	<b>14</b>

## 1. Introduction to Scheme

- 1.1** “IT Saksham Yuva Scheme 2024” has been proposed by the Haryana Government to provide employment opportunities to youths (graduate/post-graduate applicants) from engineering and IT backgrounds who shall undertake the Haryana IT Program (specially designed short-term courses) for the duration of minimum 3 months offered by Haryana State Electronics Development Corporation Limited (HARTRON), Haryana Knowledge Corporation Limited (HKCL), Shri Vishwakarma Skill University (SVSU), or any other agency notified by Government from time to time.
- 1.2** These skilled and eligible IT Saksham Yuva shall be given employment opportunities in various Departments/ Boards/ Corporations/Registered Societies/ Agencies, etc. under the Haryana Government or private entities. The first phase of the scheme shall provide employment opportunities to **5,000 youths** in the State by training them through **specially designed IT courses** such as:
- i. Secure coding in Java, DotNet, PHP, etc.
  - ii. DBA in SQL, PostgreSQL, etc.
  - iii. UI/ UX design, web design
  - iv. Networking – Network support, LAN/ WAN
  - v. Server Administration Microsoft/ Linux
  - vi. Web and mobile application development
  - vii. Digital Marketing & social media handling
  - viii. Any other course, in the field of Emerging Technologies, can be added as per need.
- 1.3** This scheme is envisioned to provide the youth of Haryana a much-needed career-readiness for the digital world of work, and imbibe of desired skills necessary to enter effectively into the 21<sup>st</sup> Century workplaces in various digital domains. The Citizen Resources Information Department (CRID) will facilitate in providing employment opportunities to these trained IT Saksham Yuva and the eligible applicant will be employed for upto **2 years**. An indicative list of IT programs is placed in **Annexure-I**.

## 2. Objectives

- 2.1** The objective of the scheme is to position Haryana as a leading IT powerhouse by leveraging its human capital potential, fostering innovation, creating a conducive ecosystem for technology-driven growth, and strengthening e-governance in the State.
- 2.2** The scheme aims to provide employment opportunities to the eligible youths of Haryana by training them under the IT program intended to upgrade their skills. This is further expected to enable the youth to develop their skill which in turn will give them the needed experience thereby enabling them to take up better employment or self-employments in the IT sector.

## 3. Details of IT Saksham Yuva Scheme 2024

### 3.1 Short title and commencement

The scheme is named as “IT Saksham Yuva Scheme or (IT-SYS) 2024”. The scheme shall be implemented from the date of notification of the scheme.

### 3.2 Definitions

- (i) “Indenting Government / private entities” means Administrative Departments/ Boards/ Corporations/ Registered Societies/ Agencies, etc., or any private entities.
- (ii) "Eligible applicant" means the unemployed youth who fulfills the requisite eligibility conditions for engagement/deployment and is a domicile of Haryana State with a valid PPP ID.
- (iii) "Engagement" means the engagement/deployment of an eligible applicant, as per assignment in the respective administrative Departments/ Boards/ Corporations/Registered Societies/ Agencies, etc., or any private entities purely for the purpose of employment up to 2 years (which can be further extended upon satisfactory performance by the Indenting Entity).
- (iv) “Nature of Work” means any IT-related assignment as required by the different Departments/ Boards/ Corporations/ Registered Societies/ Agencies etc. under the Government of Haryana or any private entities.
- (v) “Recognized” means educational institutes/ colleges/ universities recognized by the Haryana Government, Central Government, All India Council for Technical Education (AICTE), University Grants Commission (UGC) or other appropriate regulatory bodies.

- (vi) "PPP" means Parivar Pehchan Patra. The primary objective of PPP is to create authentic, verified, and reliable data of all families in Haryana. PPP identifies every family in Haryana and keeps the basic data of the family, provided with the consent of the family, in a digital format. Each family is provided with an eight-digit FamilyID.
- (vii) "Family income" means the gross annual income of the family where the eligible applicant is associated as a family member;
- (viii) "Form" means a form appended to this Scheme or on the webportal of the Scheme/Department.
- (ix) "Repository" means the valid applications of those applicants/candidates who are registered in the specifically designed portal of the State of Haryana.
- (x) "ControllingOfficers/ Office In-charge" of the department/Entity will include an Officer/ Official to whom the powers of the officer-in-charge under this Scheme may have been delegated by the department/Entity.

### 3.3 Eligibility Criterion under IT Saksham Yuva Scheme:

**The eligibility criterion under this scheme is as follows:**

- (i) Applicant should be a domicile of Haryana having a valid PPP ID.
- (ii) Applicant's age should be between 18 to 35 years.
- (iii) Applicants should not be in any kind of employment e.g., public/government/private sector/quasi-government or self-employment at the time of applying for the scheme.
- (iv) Applicants, who are graduate or post-graduate (B. Tech./ BCA/ BSc. IT) / (M.E./M. Tech./ MCA/MSc IT/MBA IT) from recognized institutes/ colleges/ universities.
- (v) The candidates will be eligible for unemployment allowance only if the annual family income of the candidate does not exceed rupees three lakhs (Rs.3 lakhs) from all sources.
- (vi) The unemployment allowance will only be commenced post 01 month from the Date of issuance of the passing certificate for the assessment test of the course completed.

### 3.4 Implementation Strategy

- (i) The eligible candidates need to apply on the IT Saksham Yuva web portal viz <https://infotechsakshamyuva.haryana.gov.in> to undertake the specifically designed IT courses from the recognized training agencies as per the defined application form as per **Annexure-II along with** self-undertaking as per **Annexure-III** under this scheme.
- (ii) The indenting Departments/ Boards/ Corporations/ Registered Societies/ Agencies, etc. under the Government of Haryana or any private entities will provide manpower requirements on the IT Saksham Yuva Portal regarding the number of resources required, work location, duration, job roles, etc.
- (iii) The applicants will be given the option to choose one course among the various skill-based training programs being offered by HKCL/ SVSU/ HARTRON, in the domain of IT.
- (iv) The applicant will pay a nominal fee of INR 5000/- at the time of registration, which will be fully reimbursed/refunded to the applicant's bank account upon successful passing of the course undertaken and on getting employment.
- (v) The HSDM will allocate the applicants enrolled to the designated skilling/training agency as per the domain/location opted by the applicants and the concerned skilling/training agency will commence the batches.
- (vi) In case, the candidate does not proceed with the opted course, the registration fee shall not be refunded.
- (vii) A second attempt would be available to the applicant free of cost in case he or she is unable to succeed in the first attempt to avail reimbursement of the nominal registration fee.
- (viii) In case, the candidate fails for two (2) consecutive attempts in the assessment test, the registration fee shall not be refunded.
- (ix) The HSDM in consultation with CRID will identify & select an assessment agency for conducting/organizing the assessment test after the completion of the course.
- (x) The marks obtained by each applicant will be electronically updated by HSDM on the IT Saksham portal within one week from the date of passing/clearing the assessment test.

- (xi) The SVSU being the State University will issue the Passing Certificates to the candidates on completion of the courses as per the norms fixed by HSDM.
- (xii) Based on the order of merit & role preference, the applicant would be employed in the Indenting Government / private entities on a first-come-first-serve basis.
- (xiii) The deployment letters will be electronically issued by CRID to such candidates.
- (xiv) The remuneration for deployed resources will be directly paid by the indenting Departments/ Boards/ Corporations/ Registered Societies/ Agencies etc., or private entities. However, as per the **Category “2” condition**, if the candidate is awaiting deployment, the unemployment allowances will be paid by the CRID.
- (xv) The indenting Government / private entities shall bi-yearly assess the performance of each deployed IT Saksham Yuva based on their assignment/ work/ project assigned and grade them based on fixed yardsticks available on the IT Saksham Yuva portal as per **Annexure-IV**.

### 3.5 Future Prospects for the IT Saksham Yuva

After, the successful completion of employment tenure of a minimum of one (1) year, the IT Saksham Yuva will have the option to take up entrepreneurship-level courses offered by HSDM where they would be eligible for mentoring, working capital, interest-free loans, etc. to help them make entrepreneur/ startup.

### 3.6 Remuneration

The eligible applicants will be given remuneration/allowance (per month) as mentioned below:

Minimum Qualification	Category 1- Full-time deployment (remuneration)	Category 2- Waiting (unemployment allowance)
<b>Graduate</b> (B.Tech. / BCA/ B.Sc.IT) having a recognized degree <b>OR</b> <b>Postgraduate</b> (M.E./ M.Tech./MCA/M.Sc. IT/ MBA IT) having a recognized degree	i) Rs. 20,000 p.m. (first 6 months)  ii) Rs. 25,000 p.m. (7 <sup>th</sup> month onwards)	Rs. 10,000 p.m.

- (a) **Category “1”** i.e. Full-time deployment - refers to the condition wherein the IT Saksham Yuva has cleared/passed the assessment test and deployed in any indenting Departments/ Boards/ Corporations/ Registered Societies/ Agencies, etc, or private entities.
- (b) **Category “2”** i.e. Waiting - refers to the condition wherein the IT Saksham Yuva has cleared/passed the assessment test, however, is waiting for the deployment.
  - (i) In this category, the candidate is eligible for unemployment allowance only if the annual family income of the candidate does not exceed rupees three lakhs (Rs.3 lakhs) from all sources.
  - (ii) The unemployment allowance will only be commenced post 01 month from the Date of issuance of the passing certificate for the assessment test of the course completed. The Allowance will be given for a maximum duration of one (1) year only.

## 4. Stakeholders Roles & responsibilities:

### 4.1 Citizen Resources Information Department (CRID)

CRID shall have the following roles & responsibilities:

- (i) Act as the administrative department for the implementation of this scheme.
- (ii) Develop & operate the IT Saksham Yuva Portal.
- (iii) Facilitate enrolment of candidates and share requisite information with HSDM for getting them trained through their training agencies under this scheme.
- (iv) Create a domain-wise passed candidate repository (batch-wise) for placement of IT Saksham Yuva in different indenting Government / private entities.
- (v) Create a placement cell to facilitate eligible applicants/candidates for their employment opportunities in the government as well as the private sector.
- (vi) Collection and reimbursement of the course fees from & to the candidates.

- (vii) Issuance of deployment letters electronically to such passed candidates based on the Indents received from the Government or Private Entities.
- (viii) Paying unemployment allowance to IT Saksham Yuva, as applicable.

#### **4.2 Haryana Skill Development Mission (HSDM)**

HSDM will be the funding agency for the IT courses specially designed for this scheme and have the following roles & responsibilities:

- (i) Ensuring the applicants will undertake the IT programs in accordance with the Scheme and finalization of passing norms for the applicants.
- (ii) Paying the requisite course fees to the training agencies as per their norms & validations.
- (iii) Regular progress monitoring of the skilling/training agencies.
- (iv) Identification & Selection of an assessment agency in consultation with CRID for conducting/organizing the test after the completion of the course.
- (v) To electronically update the marks obtained by each applicant on the IT Saksham portal within one week from the date of passing/clearing the assessment test.
- (vi) To allocate the enrolled applicants equally to the designated skilling/training agency as per the domain/location opted by the applicants.
- (vii) Provide regular updates to CRID on the Status of candidates under training.

#### **4.3 Haryana State Electronics Development Corporation Limited (HARTRON) and Haryana Knowledge Corporation Limited (HKCL) and Shri Vishwakarma Skill University (SVSU)**

- (i) As partner agencies for designing the Haryana IT Program (specially designed short-term courses)
- (ii) Providing training facilities at their designated centers/ locations
- (iii) Monitor the quality of imparting the training/ course at respective centers.

In addition, the Shri Vishwakarma Skill University (SVSU) will facilitate in recognition of specifically designed course contents in consultation with HSDM & CRID. Also, **SVSU being the State University** will be responsible for issuing the Passing Certificates to the candidates on completion of the courses as per the norms fixed by HSDM.

#### **4.4 Indenting Government / private entities**

- (i) To submit their indent on the IT Saksham Yuva Portal regarding the number of resources required, work location, duration, job roles, etc.
- (ii) Needful budget provisions for providing remuneration to the deployed candidates as per 'Category 1' defined in this document
- (iii) Allocation of works to the onboarded IT Saksham Yuva.
- (iv) To assess the performance of all deployed IT Saksham Yuva based on their assignment/ work/ project assigned and grade them based on fixed yardsticks available on the IT Saksham Yuva portal as per **Annexure-IV**.

### **5. Power to Interpret, Amend, and Relax**

- 5.1** The power to interpret, change, amend, relax, or clarify/resolution of any doubts relating to the interpretation of any term or any provision arising under this scheme shall solely lie with the Administrative Secretary, CRID.
- 5.2** The communications regarding the interpretation and alteration of this scheme shall be addressed to the Administrative Secretary, Citizen Resources Information Department (CRID) by the Competent Authority of the indenting Government / private entities concerned for their disposal.

## 6. Draft Budget/fund estimations

**6.1** It is considered that under the first phase of the scheme, a total of 5,000 youths in the State will be trained through specially designed IT courses and will be eligible/ready for employment. Accordingly, the annual budget Budget/fund estimations required under this scheme will be as follows:

(i) **To be borne by HSDM on account of the estimated Course Fee to be paid to the skilling/training agency /placement cell:**

Total number of candidates passing the course <b>A</b>	Estimated Course Fee to be paid to the skilling/ training agency /placement cell by HSDM (in INR) <b>B</b>	The total estimated fee to be funded by HSDM (in INR) <b>C = A*B</b>
5,000	20,000	10,00,00,000 (10.00 Crores)

(ii) **To be borne by CRID on account of unemployment allowances considering 50% of candidates will be availing unemployment allowances:**

Total number of candidates <b>A</b>	Max. monthly allowance per candidate (in INR) <b>B</b>	Total estimated allowances to be provisioned/funded by CRID (in INR) <b>C = A*B*12 months</b>
2500	10,000	30,00,00,000 (30.00 Crores)

- (iii) The total estimated Annual Scheme cost will be INR 40 Crores (10 Cr + 30 Cr).
- (iv) The nominal fee of INR 5000/- given by the applicant at the time of registration will be fully reimbursed/refunded to the applicant (in his/her bank account) upon successful passing of the course undertaken and on getting employment.
- (v) The budget required for the CRID will be allocated under the IT Plan Scheme funds/grant available under the Society for IT Initiative Fund for e-Governance.
- (vi) HSDM will provision the required budget for this scheme from their applicable budgetary heads/ Skilling Schemes.

## 7. General Conditions:

- 7.1** Any fraudulent declaration or false information submitted by the eligible applicant shall invite civil and/or criminal action, as per provisions under the applicable Acts, along with recovery of the disbursed remunerations/ allowances, if any.
- 7.2** Once the eligible applicant crosses the age limit (35 years), as prescribed for employment under all the categories, the remuneration/allowance shall be discontinued with immediate effect.
- 7.3** If IT Saksham Yuva does not accept any job offer within 10 days from the date of the deployment letter then their name shall be de-listed from the Scheme.
- 7.4** The engagement of IT Saksham Yuva will be purely dependent on their performance:
- (i) If the performance is found below the set benchmark, the entity may opt for replacement from the pool of candidates kept in Category 2 i.e. Waiting period
- or
- (ii) In the case of misconduct, the entity reserves the right to terminate the employment of such resources.
- (iii) In both the above cases, the candidates will be delisted from the scheme and they shall not be eligible for any remuneration/ allowance under this scheme.
- 7.5** The candidates will be issued a deployment letter by CRID under this scheme. However, the detailed terms & conditions of their work assignment will be issued separately by the Indenting Entity.



**Annexure – I****Indicative Course Details**

<b>Course Name</b>	<b>Duration</b>	<b>Course Modules</b>
Secure coding in Java, DotNet, PHP, etc.	3 months	To be decided after partnering with Knowledge Partners like HARTRON, HKCL, SVSU, or any other agency notified by the State Government
DBA in SQL, Postgre SQL, etc.	3 months	
UI/ UX design, Web design	3 months	
Networking – Network support, LAN/ WAN	3 months	
Server Administration Microsoft/ Linux	3 months	
Web and mobile application development	3 months	
Any other course, in the field of Emerging Technologies	3 months	

**Application Form for Registration****A. Personal Information**

1. Full Name: \_\_\_\_\_
2. Gender: \_\_\_\_\_
3. PPP ID: \_\_\_\_\_
4. Domicile Certificate Details: \_\_\_\_\_
5. Date of issuance: \_\_\_\_\_
6. Certificate Number: \_\_\_\_\_
7. Issuing Authority: \_\_\_\_\_
8. Date of Birth (MM/DD/YYYY): \_\_\_\_\_
9. Complete Residential Address: \_\_\_\_\_
10. Email Address: \_\_\_\_\_
11. Mobile Number: \_\_\_\_\_

**B. Educational Background**

1. Highest Level of Education: \_\_\_\_\_
2. Marks Obtained: \_\_\_\_\_
3. Institution Name: \_\_\_\_\_
4. Year of Graduation: \_\_\_\_\_

**C. IT Course Selection**

1. Preferred Course: \_\_\_\_\_
2. Course Code: \_\_\_\_\_
3. Start Date: \_\_\_\_\_
4. End Date: \_\_\_\_\_

**D. Job Preference**

1. Location /District Preference (up to 3)  
i) \_\_\_\_\_ ii) \_\_\_\_\_ iii) \_\_\_\_\_

**E. Terms and Conditions**

I have read the IT Saksham Yuva Scheme thoroughly and agree to the terms and conditions of course registration and payment.

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Annexure - III****Self-declaration/ Undertaking**

I \_\_\_\_\_ S/o, D/o, W/o \_\_\_\_\_  
And Resident of \_\_\_\_\_ solemnly affirms and  
declares that

1. I have a valid domicile of Haryana state and my PPP ID is \_\_\_\_\_
2. I have obtained my Graduate/Post Graduate degree from \_\_\_\_\_
3. Tick Mark (✓) the category as applicable:
  - the annual family income is more than three lakhs (Rs.3 lakhs) from all sources,
  - the annual family income is less than three lakhs (Rs.3 lakhs) from all sources,
4. I am in the age group of 18-35 years as of 1<sup>st</sup>April.
5. I am not a regular student taking any full-time course.
6. I am not in any kind of employment e.g., public/private sector/quasi-government or self-employment.
7. I shall stop receiving the allowance and inform the deployment agency, in case I get any Placement/Job or become ineligible for employment/ allowance. I further undertake to refund the whole amount received by me with interest, for any period for which I am found ineligible, as decided by the Govt.
8. All the information is true to the best of my knowledge and belief.

**PLACE:****DATE:****Name & Signature of The Applicant**

**Employee Evaluation Form**

<b>I. EMPLOYEE INFORMATION</b>		
Employee Name	Job Title	
Reporting Officer/Manager	Review Period From:    /    /        To:    /    /	
<b>II. CORE VALUES AND OBJECTIVES</b>		
<b>PERFORMANCE CATEGORY</b>	<b>RATING</b>	<b>COMMENTS AND EXAMPLES</b>
<b>Quality of Work:</b> <i>Work is completed accurately (with few or no errors), efficiently, and within deadlines with minimal supervision</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Attendance &amp; Punctuality:</b> <i>Reports for work on time provide advance notice of the need for absence</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Reliability/Dependability:</b> <i>Consistently performs at a high level; manages time and workload effectively to meet responsibilities</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Communication Skills:</b> <i>Written and oral communications are clear, organized, and effective; listens and comprehends well</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Judgment &amp; Decision-Making:</b> <i>Makes thoughtful, well-reasoned decisions; exercises good judgment, resourcefulness, and creativity in problem-solving</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Initiative &amp; Flexibility:</b> <i>Demonstrates initiative, often seeking out additional responsibility; identifies problems and solutions; thrives on new challenges and adjusts to unexpected changes</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	
<b>Cooperation &amp; Teamwork:</b> <i>Respectful of colleagues when working with others and makes valuable contributions to help the group achieve its goals</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable	

<b>III. JOB-SPECIFIC PERFORMANCE CRITERIA</b>			
<b>PERFORMANCE CATEGORY</b>	<b>RATING</b>	<b>COMMENTS AND EXAMPLES</b>	
<b>Knowledge of Position:</b> <i>Possesses the required IT skills, knowledge, and abilities to competently perform the job</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>Training &amp; Development:</b> <i>Continually seeks ways to strengthen performance and regularly monitors new developments in the field of work</i>	<input type="checkbox"/> Exceeds expectations <input type="checkbox"/> Meets expectations <input type="checkbox"/> Needs improvement <input type="checkbox"/> Unacceptable		
<b>IV. PERFORMANCE GOALS</b>			
Set objectives and outline steps to improve in problem areas or further employee development.			
<b>V. OVERALL RATING</b>			
<input type="checkbox"/> <b>EXCEEDS EXPECTATIONS</b> <i>Employee consistently performs at a high level that exceeds expectations</i>	<input type="checkbox"/> <b>MEETS EXPECTATIONS</b> <i>Employee satisfies all essential job requirements; may exceed expectations periodically; demonstrates the likelihood of eventually exceeding expectations</i>	<input type="checkbox"/> <b>NEEDS IMPROVEMENT</b> <i>The employee consistently performs below the required standards/expectations for the position; training or other action is necessary to correct performance</i>	<input type="checkbox"/> <b>UNACCEPTABLE</b> <i>The employee is unable or unwilling to perform required duties according to company standards; immediate improvement must be demonstrated</i>
Comment on the employee's overall performance.			
<b>VI. EMPLOYEE COMMENTS (OPTIONAL)</b>			
<b>VII. ACKNOWLEDGEMENT</b>			
I acknowledge that I have had the opportunity to discuss this performance evaluation with my manager/ supervisor and I have received a copy of this evaluation.			
Employee Signature:		Date:	
Reviewer Signature:		Date:	