



EMPLOYEE SERVICE RATING – ANNIVERSARY

REPLACEMENT REPORT FORM INSTRUCTIONS

Fill in the top six fields for the employee as listed below:

- Date (Enter date employee was hired in or promoted to current position)
- No. (Enter last four digits of employee's Social Security Number)
- Name (Enter employee's full name)
- Class (Enter the employee's current job title)
- Jurisdiction (Enter the Agency's name – examples: City of Mobile, Mobile County, MAWSS, City of Saraland, etc.)
- Department (Enter the current division or section the employee is assigned to work)

Print the form -

Complete the form by marking only one rating for the employee and providing the required supervisory signature(s). Please return the completed form to the Mobile County Personnel Board within 30 days of the employee's annual anniversary date.

Reminders: Attach justification statement for ratings of 1 or 4. Only one (1) service rating may be submitted per employee.

Please contact the Certifications Department of the Mobile County Personnel Department at 251-445-4558 for any questions related to service ratings or completion of this form.