

## INSTRUCTIONS FOR COMPLETING PERFORMANCE APPRAISALS

The employee performance appraisal is designed to encourage constructive communications between employees and supervisors regarding job performance.

### General

Detailed guidelines for evaluating performance have been issued to all departments in the publication, *A Supervisor's Guide to the Staff Performance Appraisal Program*. Before completing a *Classified Staff Performance Appraisal*, a thorough review of the factors and ratings described in that publication is recommended. Additional copies of the publication are available from Human Resources.

### Completing The Evaluation Appraisal

All appraisals are to be completed between April 1 and May 31 of each year. Final markings and comments on the appraisal should be in ink or typewritten. Additional pages may be used if more space is needed for narrative comments. The evaluation is to be discussed in a private interview with the employee. Any changes in the evaluation which may be made during the interview should be initialed by the employee. All attachments must be signed by the employee and evaluator.

Employees are to be evaluated in conjunction with the *Essential Functions* of their respective job description. Always read the *Essential Functions* of the employees job description prior to beginning this process

### Explanation Of The Form

#### 1. REPORT HEADING

Self-explanatory. Complete all items.

#### 2. RATINGS

Each factor listed in this section must be checked (X) in an appropriate column. The *Suggested Standards of Performance* are only guides. The weight given each item is determined by the value of that item to each classification. Once the values are determined, they should be uniformly used for all employees in that classification.

The rating scale is defined as follows:

- Excellent ..... Work performance is consistently superior to the standards required for the job.
- Above Standard ..... Work performance is consistently above the standard of performance for the position.
- Standard ..... Work performance consistently meets the standards of performance for the position.
- Improvement Needed ..... Work performance does not consistently meet the standards of performance for the position. Serious effort is needed to improve performance.
- Unsatisfactory ..... Work performance is inadequate and inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.

Each rating other than *Standard* (below or above) requires an explanation in the *Comments* box beside the category. Each rating below *Standard* must be based on issues discussed with the employee prior to the evaluation, supported by a statement of facts in the *Comments* box, and accompanied by a separate *Development Plan*. The supervisor should include information on staff member's overall performance highlighting (1) areas of strength; (2) areas for further development; (3) areas for improvements; and (4) areas where unique or extraordinary factors contribute to the evaluation.

#### 3. DEVELOPMENT PLANS

- Staff Development Plan (This section is optional.)  
Recommend development activities for training, education, and skill upgrading.
- Development Plans (Based on improvement needs.)  
Record a detailed *Development Plan* based on improvement needs. A separate *Development Plan* is required for each below *Standard* rating.

#### **4. REQUIRED SIGNATURES**

- The supervisor (evaluator) must sign and date this section, as well as any attachments to the report.
- The employee must sign and date the performance appraisal and any attachments to the report. The employee's signature does not necessarily mean that they agree with all the ratings. If the employee prefers not to sign the report for any reason, the evaluator should so indicate this with a brief comment, such as "Employee elected not to sign."
- The immediate supervisor of the evaluator is the last person to sign the performance appraisal prior to submission to Human Resources.

#### **5. RIGHT TO RESPOND**

Ensure that the statement protecting the employee's right to respond to the ratings has been read and understood. Instruct the employee to place a check-mark indicating their agreement or disagreement with the evaluation. The employee may submit a response to the rating within 10 working days which will be attached to the performance appraisal and placed in their personnel file.