PERFORMANCE REVIEW STEPS

The Supervisor schedules planning session to explain the new process (work plan and evaluation form) to the employee, provides examples of MARs and Behaviors. Discuss goals. Remember, this is an opportunity for the supervisor and the employee to discuss overall performance and set direction for the coming year as well as prepare for the Step Two.

Prior to this conference, the Supervisor sets time and place to discuss evaluation. The Employee and/or Supervisor should prepare and share updated MARs along with goals for the coming year Supervisor prepares an evaluation and seeks additional input from the employee. Supervisor schedules the final performance review, giving time for the employee to review.

Supervisor and employee meet and discuss final evaluation and goals for coming year and confirms COC/COI and ITS policies. Additional comments may be added and may be signed at time of this meeting or later. Special effort should be give to establish a climate of collaboration. Employee and Supervisor develop 2016-17 work plan (may be scheduled for a later date) to set goals for the coming year. Final evaluations are signed by all parties and a copy sent by the Supervisor to HR. Remember evaluations are due no later than May 31, 2016.

Please remember to allow sufficient time for the employee and supervisor to collaborate throughout the process in order to meet the May 31, 2016 deadline.