



HUMAN RESOURCES

# PERFORMANCE REVIEW STEPS

STEP  
01



PRE-CONFERENCE

The Supervisor schedules planning session with employee, explains the new process (work plan and evaluation form) to the employee, provides examples of MARs and Behaviors. Discuss goals.

The Employee should prepare and share updated MARs along with goals for the coming year.

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.

STEP  
02



FOLLOW UP CONFERENCE

Prior to this conference, the Supervisor sets time and place to discuss evaluation.

Supervisor prepares an evaluation and seeks additional input from the employee.

Supervisor schedules the final performance review, giving time for the employee to review.

STEP  
03



FINAL EVALUATION

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 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 of each year.