



Governed By: Human Resources	Effective Date: 4/1/2018
Policy: Performance Evaluation Procedure	Updated Last: 4/1/2018

Summary: All agency supervisors will be responsible to conduct an annual performance evaluation of their assigned staff. This procedure will outline the expectations and steps all agency supervisors are required to follow.

Purpose: The Performance evaluation process and tool is designed to assess and provide feedback of the primary competencies identified as the necessary knowledge, skills or abilities for the successful performance of each staff member over a 12 month performance period.

Due Dates: All agency supervisors will be responsible to complete an annual review of their assigned staff and Introductory Period evaluation.

Schedule:

- ❖ **All regular staff** are assigned an annual due date (April 1st or October 1st, depending on their date of hire).
- ❖ **All New Staff** will receive an introductory period evaluation after 3 months of employment.

Annual performance evaluations must be completed electronically, including employee review within 4 weeks of receiving the ADP notification that an evaluation is due.

The introductory period evaluation is a comment and goals-based simplified tool that will be due to HR within 10 days of notification.

The process will include 3 steps:

1. **Supervisor completion** – The supervisor will be responsible to complete and submit the review to their immediate Director within **10 business days** of ADP notification for approval.
2. **Director review and approval** – The Director will be responsible to review and approve all evaluations received within **5 business days** of ADP notification. Evaluations that are deemed to be inconsistent with employee performance must be sent back as “Rejected” for corrections. The Director may provide an explanation for the corrections in the “Comment Box” of the evaluation. To avoid confusion during the employee conference, directors should instruct supervisors to make necessary edits relating to rating changes or comments on their own. Minor typo or grammatical errors can be corrected by the Director and submitted as approved.
3. **Employee conference and approval** – The supervisor will be responsible to schedule an

employee conference to review the completed evaluation within **5 business days** of receiving the final ADP notification of the approved evaluation. Employees must electronically sign the evaluation to acknowledge receipt within 1 business day of the supervisor conference meeting.

A complete performance evaluation will include:

- Performance ratings – A performance rating for each competency. Any ratings below a 3 (Demonstrates) will require comments to provide feedback for improvement. Ratings of 5 will also require comments to elaborate on exceptional performance.
- Goals – 3-5 goals for improving or sustaining performance over the next evaluation period. During the review meeting, all employees will be given the opportunity to add goals or comment on the evaluation issued, during their approval period.
- Director Review – To ensure a comprehensive evaluation of a full year’s performance, including appropriate goals.
- Employee conference and electronic signature.
- Submission within 4 weeks.