

Performance Evaluation Tips

General Information

- Evaluation forms are located on the Human Resources web page in Performance Evaluation Information.
- The Free Form format allows writers to use a more narrative style for the performance evaluation.
- Remember that Exempt employees need to complete and submit a self-evaluation form. The completed self-evaluations are then returned to Human Resources with the performance evaluation. *Self-evaluation is optional for Non-exempt employees and do not need to be returned to Human Resources.*
- If changes need to be made to the job description use the job description template located on the Human Resources web page under Forms and Notices and submit to Human Resources for approval. *However the current performance evaluation will be based on the existing approved description on file.*
- Evaluations must be signed by management (Your Manager) PRIOR to meeting with the employee.
- The most common reasons evaluations are returned to Supervisors from Human Resources are:
 - Miscalculation - the overall rating is not supported by the calculation
 - Missing signatures on the evaluation and policy acknowledgement forms.

Who gets a performance evaluation?

- All full-time and part-time staff working in your department prior to 1/1/16 will receive an evaluation.
- Non-Exempt employees whose *current position has been upgraded* to a higher labor grade after 1/1/16 will also receive an evaluation.

Who does NOT get a performance evaluation?

- Any full-time and part-time employees *promoted* after 1/4/16. Employees who have been *promoted* (including non-exempt employees) to a higher grade non-exempt position *within* your department or *to* your department, after the above date, do not get reviewed. (This does not include an upgrade to a position, which the employee has been holding).
- Any full-time or part-time staff hired or promoted in your department after 4/1/16 will not receive an evaluation.