

July 2016

Performance Evaluation Cycle Reminders - July

As supervisors continue completing the performance evaluation process for the 2015-16 fiscal year and are setting expectations in People First for 2016-17, please take a few minutes to review the following reminders to assist in making evaluations more reflective of actual performance and more effective overall.

Key Date

August 29:

2015-16 fiscal year performance evaluations not completed by this date will be administratively closed in People First and will result in the employee being considered to have met the performance expectations with an overall rating of "Satisfactory."

Tips for conducting evaluation meetings

The most important part of the performance evaluation process is the discussion (face-to-face when practicable) that takes place between the supervisor and the employee to discuss the rating. The performance meeting should be set at a convenient time for both the employee and supervisor and be held at a location where outside interruptions are eliminated or at least minimized. The evaluation form should be prepared prior to the scheduled meeting, and supervisors should review the written comments they incorporated into the evaluation and have supporting documents reflecting the employee's specific performance throughout the evaluation period readily available. A copy of the evaluation may be shared with the employee in advance of the meeting to make the performance discussion during the meeting more productive.

At the performance evaluation meeting, the supervisor needs to establish a positive atmosphere and demonstrate genuine interest in the employee's job performance. After reviewing the employee's work accomplishments as well as any areas where improvement is needed, the supervisor should encourage the employee to offer comments, to express feelings, to ask questions and to provide suggestions for the work unit or for revising the employee's performance expectations. It is essential for the supervisor to actively listen to the employee and to avoid becoming defensive or negative.

As the performance discussion concludes, the employee should have a clearer understanding of the supervisor's perspective regarding the employee's job performance during the rating period, feel assured that the supervisor values the employee's contributions and have a better grasp of how the position contributes to the goals of the unit and the overall organization.

Resources

We encourage employees, managers and human resource professionals to visit the [Performance Matters Web page](#).

It offers valuable resources as managers draft performance evaluations and initiate new evaluations for the next rating period.

Second level review of performance evaluations

The role of the second level reviewer is very important in the performance evaluation process. It is far more than a simple acknowledgment of the rating by a manager as the evaluation is routed through the People First system. As second level reviewers, managers should completely and thoroughly analyze the proposed rating scores as well as the corresponding narrative that supports and explains the rating level being given. The second level reviewer is responsible for ensuring consistency and fairness in the application of ratings among employees reporting to his or her direct reports within the work unit. In addition, the second level reviewer is responsible for confirming that a supervisor's comments sufficiently support and explain the score for each expectation as well as for the overall rating score.

The second level reviewers may also choose to add comments to the evaluation that serve to affirm the employee's level of work and accomplishments during the rating period, provide observations of the employee's performance from their perspective as managers or offer support to the immediate supervisor's efforts to assist and guide the employee toward improved job performance.

For more information regarding the performance evaluation process, please click on the link for the Performance Matters Web page located under the "Resources" section on this page.