DIRECTIONS FOR COMPLETING THE EVALUATION FORM

The evaluation form can be accessed by logging on to the Employee Intranet. Once you have logged on to the Employee Intranet, click on the Supervisor tab, proceed with completing the evaluation and then print.

First, Complete Sections A-E

A. EMPLOYEE CORE PERFORMANCE FACTORS

1. Supervisors/Managers/Department Heads will receive the notification from the Human Resources Department that will include the list of evaluations that are coming due for each employee with an approaching anniversary date. Employee evaluations due dates are set based on the employee's anniversary date. A copy of the employee's job descriptions will also be included to use as a basis for completing the evaluation.
2. Employee evaluations are required to be fully executed by the assigned due date/employee anniversary as indicated in the notification letter.
3. The Evaluator assigns a rating for each performance factor based on the performance rating definitions below (Exhibit A). Enter a rating score of 1 - 5 (not X) in the box next to the selected performance rating. The employee's final score is automatically calculated as you enter a score for each performance.
4. The Evaluator may make comments for each performance factor where the Evaluator deems it to be necessary. However, there should be supporting comments to justify ratings of "Outstanding", "Below Expectations" and "Unsatisfactory".
5. **For Employees with Supervisor Management Responsibilities Only**: Additional Performance Factors (#15 - #18) are to be completed for those employees Supervisor/ Management responsibilities.

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS:

Complete Employee's strengths and accomplishments for review with the employee: This section encourages a positive exchange of communication about the employee's performance between employee and supervisor/manager. Include those which are relevant during this evaluation period and related to performance or behavioral aspects in their performance.

C. PROFESSIONAL DEVELOPMENT PLAN:

List any preferred training to correct or improve employee's skills and performance. Identify a time frame in which the continued education and training should be completed.

D. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

Identify those areas of performance or behavior where the employee can make improvements.

E. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

Identify specific actions describing how the employee can achieve improvement of the items listed in Section D.

Second, Send Evaluation Form to the HR Department

Once Sections A-E have been completed, print and send the evaluation form to the Human Resources Department to review and document scores.

Evaluations with an overall rating of "Below Expectations" will be escalated to the Human Resources Director. The HR Director will follow up with the Department Head before returning the evaluation back to the Department.

Third, Review and Complete Sections F-G with the Employee

Employee Review: (Review the Performance Evaluation and scores with Employee and then follow the next steps)

F. EMPLOYEE COMMENTS (Additional comments made by employee may be attached):

Allow the employee an opportunity during this discussion to express themselves by making a comment, remark or justifications in this area. If additional space is needed, an additional page may be attached.

G. JOB DESCRIPTION REVIEW SECTION:

Review Section G and check the appropriate box. Job description with the employee.

H. SIGNATURES:

The Performance Evaluation form should be signed and dated and then submitted to the Human Resources Department.

(Exhibit A)

PERFORMANCE RATING DEFINITIONS

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "**Outstanding**", "**Below Expectations, and "Unsatisfactory**")

1. **Unsatisfactory:** - **Performance is consistently unacceptable**
2. **Below Expectations:** - **Performance fails to meet job requirements on a frequent basis**
3. **Meets Expectations:** - **Performance is regularly competent and dependable**
4. **Exceeds Expectations:** - **Performance is routinely above job requirements**
5. **Outstanding:** - **Performance is consistently superior**