

Did You Remember To:

- I Review the **Performance Management Administrative Policy and Guidelines**.
- I Provide the employee with **Self-Assessment Form**. (A minimum of two weeks prior to meeting date)
- I Review the Job Description.
- ┘ Review prior year's performance evaluation and individual development plan goals.
- ┘ Review **Support Session Forms** and notes documenting meetings with your employee during the review period.
- ┘ Review employee self-assessment.
- I Review training records and compliance.
- ┘ Consider the entire performance review period in making your evaluation.
- ┘ Rate each employee on actual past performance and not on potential performance. Base evaluations on instances of performance which you have either observed or that have come to your personal attention. Consider any counseling sessions or warnings issued during review period.
- I Complete **Performance Evaluation** form. Consult with your supervisor as necessary before meeting with the employee. Use concrete and representative examples of performance.
- ┘ Complete **Quality of Life Indicators**, if applicable.
- I Identify areas of growth and development and prepare **Individual Development Plan**. Remember to get employee input on goals.
- ┘ **Performance Evaluation** form must be signed by supervisor, employee and 2nd tier supervisor.
- ┘ **Copy** of completed **Performance Evaluation** form and **Individual Development Plan** must be given to employee.
- ┘ Keep a **copy** of the **Individual Development Plan** for your records. Keep in secure file.
- I **Forward** signed copy of **Performance Evaluation** and **Individual Development Plan** to Human Resources.