



Employee

- Keep your own Kudos file and give it to your supervisor before evaluation time.
- The performance year is July 1st – June 30th of each year.
- Planning should occur between the supervisor and employee at the beginning of each performance year starting July 1st and ending on September 30th of each year.
- Evaluations should occur between supervisor and employee at the end of each performance year starting July 1st and ending on August 31st of each year.
- Be aware if you have not received an evaluation on or before August 31st, your official rating will be “Unrated” due the rule violation regarding absence of an official evaluation. You may consult with Human Resources regarding the absence of an official evaluation.
- A permanent employee can only request a review of a PES evaluation if they receive an evaluation of “Needs Improvement/Unsuccessful” or “Unrated.”
- If you are requesting a review, you need to explain why you disagree with the evaluation given to you by your supervisor.
- Request informal feedback throughout the year from your supervisor, especially if there are areas in which you personally are trying to improve.

Evaluating Supervisor

- Provide a copy of position description to the employee as a reference.
- Help the employee understand how their jobs and expected performance connect with the goals and mission of the agency.
- Explain to the employee that they will be held responsible for all aspects of their job when you evaluate—not just the planning expectations. (i.e., Position description, policies and procedures manual, training manual, all verbal and written communications regarding job duties.)
- Have the employee keep their own "Kudos" file.
- Conduct planning updates and informal evaluation sessions throughout the performance year. Provide continuous feedback!
- Communicate, Communicate, Communicate throughout the year.
- Document that communication took place.
- Remember that the employee is being evaluated for the entire performance year. Don't lose sight of this and only consider the performance of the past few months prior to evaluation time.
- Get the 2nd Level Evaluator's approval on both the Planning and the Evaluation prior to meeting with the employee.
- Do not wait until the last minute to evaluate an employee.
- Complete forms, conduct sessions, and submit completed forms to your HR office well ahead of internal deadlines. That way, if there are problems with your forms, HR may have time to return them to you for corrections before the Chapter 10 deadline.

- Conduct "unofficial" closeout ratings if an employee leaves your supervision and it isn't within the window of opportunity for the official rating; conduct an official rating if it is within the window of opportunity for rating.
- When you have questions, get with Human Resources for assistance.
- When it is discovered that an employee did not receive a "formal" planning between July 1st and September 30th, it is encouraged that the supervisor meet with the employee at that time to communicate expectations. This will not take the place of the "formal" evaluation that is required by State Civil Service Rule 10.5.

Agency Reviewer(s)

- The Appointing Authority can serve as the designated agency Reviewer in response to an employee's Request for Review of a PES Evaluation, or shall designate one or more persons to serve in the role of Designated Reviewer or Agency Panel.
- If your agency names several individuals to serve on an Agency Review Panel, at least one person must be named as the Designated Reviewer and should be the individual to sign the Request for Review document.
- The Designated Reviewer shall interview/discuss the evaluation with the employee and the Evaluating Supervisor. This does not have to be done at the same time. The meeting must be documented in Step 2 on the Request for Review form. If this is not possible due to extenuating circumstances, contact your Human Resources office for recommendations on handling this issue. They may contact State Civil Service, if necessary.
- Sometimes non-PES issues come to the attention of the Reviewer in the Review process. The Reviewer, as appropriate, can certainly bring these issues to the attention of the Human Resources office or appointing authority. It is not appropriate to address those in the PES review, even if the employee has included them in the Request for Review.
- Then there's the violation of another rule—no planning session conducted. What should you use to rate an employee when the planning session has not been completed? Position descriptions, policies and procedures manual, training manual, other communications, documentation from the rating period, supervisory notes and/or emails. It is possible to conduct a valid rating session in the absence of a planning session.