

**Chapter 16**  
**PERFORMANCE EVALUATIONS**

**16.1 ANNUAL PERFORMANCE EVALUATIONS**

A written directive establishes and describes an annual personnel performance evaluation system for the agency, including measurement definitions.

- *Blank copy of a performance evaluation showing the measurement definitions/categories*

## **16.2 INSTRUCTION FOR PERFORMANCE EVALUATING**

The agency requires that every rater involved with the personnel performance evaluation system receive instruction in rating procedures and rate responsibilities as a precondition of such involvement.

- *Copy of instructions or signature sheet showing instructions received*

### **16.3 PERFORMANCE EVALUATION COUNSELING**

Each employee is counseled at the beginning of the rating period by the individual responsible for rating such employee, concerning

- A. Tasks of the employee's position;
- B. Performance expectations of the rater; and
- C. The evaluation rating criteria to be applied
  - *Copy of document, employee information redacted*

#### **16.4 PROBATIONARY EMPLOYEES**

The agency requires and effects a written performance evaluation on all probationary employees on, at least, a quarterly basis.

- *Copy of evaluation, employee information redacted*

## **16.5 EVALUATION OF SPECIFIC PERIOD**

Evaluation of the employee's performance covers a specific period and such evaluation is based only on performance during that specific period.

- *Copy of evaluation, employee information redacted*

## **16.6 SIGNATURE ON PERFORMANCE EVALUATION**

A written directive specifies that the employee has been given the opportunity to sign the completed performance evaluation report to indicate the employee has read it.

- *Copy of evaluation signature sheet*

## **16.7 RATED BY IMMEDIATE SUPERVISOR**

A written directive specifies that employees are rated by their immediate supervisor.

- *Copy of evaluation, employee information redacted*
- *Organization Chart*

## **16.8 RATERS TO BE EVALUATED**

A written directive states that raters are to be evaluated by their supervisors regarding the quality of ratings given to employees.

- *Copy of evaluation, employee information redacted*



## **16.9 UTILIZATION OF PERFORMANCE EVALUATIONS**

A written directive governs the agency's utilization of results of the performance evaluations.

## **16.10 CONTESTED EVALUATION REPORTS**

A written directive requires a review process for contested evaluation reports.

## **16.11 RETENTION PERIOD**

A written directive establishes the retention period of the performance evaluation report.

## **16.12 COPIES OF PERFORMANCE EVALUATIONS**

A written directive requires that a copy of the completed evaluation report be provided to the employee if requested.