

STEPS IN PERFORMANCE EVALUATION FOR CSEA-REPRESENTED EMPLOYEES

Supervisors need to complete the following steps when filling out the performance evaluation form for **CSEA-represented employees**.

Step 1

At the start of the evaluation period, the supervisor completes Section 1, “Employee Identification” and Section 2A, the “Performance Program” portion of the evaluation form, listing the important tasks and objectives of the job and the standards by which the employee's performance will be evaluated.

Step 2

The supervisor arranges a meeting with the employee to discuss the performance program. At the meeting the supervisor provides a copy of the performance program for review, and may consider the employee’s comments or suggestions regarding the performance program.

Step 3

The supervisor observes and informally reviews the employee's performance throughout the evaluation period, providing feedback and/or counseling when appropriate.

Step 4

Six-Month Recertification: Although optional, it is recommended that the six-month review be completed by the supervisor. At this time, the supervisor meets with the employee for an interim appraisal and informs the employee of how performance has compared with expectations. The supervisor also articulates the employee’s strengths and, if there are any improvement opportunities, the supervisor should propose suggestions on how the employee can improve before the final evaluation.

Step 5

Near the end of the evaluation period (one month before is recommended), the supervisor completes sections 2B, 4, and 5, describing the employee’s performance in accomplishing the tasks specified in Section 2A, and whether the employee has met, exceeded, or failed to meet expectations.

Step 6

The supervisor conducts an appraisal interview with the employee. The meeting should take place approximately two weeks before the end of the evaluation period to allow time for the supervisor to recommend a rating and forward the recommendation to the designated reviewer for approval.

Performance Evaluation Training for Supervisors

NOTE: This appraisal discussion does not deal with any rating of the employee. It is intended to be a constructive exchange relative to the individual's past performance, improvement opportunities, and future expectations. It offers a chance for the supervisor and the employee to discuss their observations about the employee's performance and to clarify any differences in perception before the supervisor records the formal, written performance appraisal.

Step 7

The supervisor completes the performance appraisal and recommends a rating, including documentation to support any "Unsatisfactory" rating. The appraisal is forwarded to the reviewer.

Step 8

The reviewer reviews the appraisal and approves it, modifies it, or requires additional documentation. The reviewer should consult the supervisor regarding any changes to the proposed evaluation.

Step 9

The supervisor discusses the approved appraisal and rating with the employee and gives the employee a copy. At this time both the supervisor and employee sign and date the evaluation form. The supervisor gives the employee a copy of the performance evaluation and the original is put in the employee's personnel file.

Ideally, all steps should be completed by the employee's performance evaluation anniversary date.

Step 10

The supervisor begins the process again for the next rating period.