



## **PERFORMANCE REVIEW INSTRUCTIONS**

Schedule the performance review meeting in a private, neutral location during a mutually convenient date and time.

Advise the employee of any preparation that may be necessary. For example, have the employee review their current Role Description, bring a list of goals, and fill out the Employee Section of the Performance Review.

Review the current Role Description to determine if there are any changes or if there will be changes in the near future.

### **FILL OUT THE FORM UTILIZING:**

- Feedback from peers, direct reports, customers/clients, co-workers, individual being reviewed
- Objective Data – project completion or management, reports written, work missed, Performance Reviews not completed in a timely manner; and
- Critical Incidents – ways the individual was effective or ineffective regarding accomplishments without judging personality; and
- Behavioral Observations
- Appropriate recognition for accomplishments and, as necessary, identification of areas that need strengthening

Prior to the scheduled Performance Review, objectively assign an overall rating for each part of the Supervisor Section and provide a written evaluation of the employee's job performance.

### **EVALUATION RATINGS DESCRIPTIONS:**

- **Exceptional** – Exceptional performance that is rarely achieved; provides precedent-setting results beyond the scope of the major functions; demonstrates the highest standards of performance.
- **Exceeds Expectations** – Frequently exceeds major requirements and expectations; accomplishments noteworthy and highly valued; typically demonstrates higher standards of performance.
- **Meets Expectations** – Consistently performs all major requirements satisfactorily; accomplishes all objectives; occasionally exceeds the expectations of the major functions.
- **Opportunity for Improvement** – Occasionally fails to meet minimum requirements in one or more key aspects of major functions; demonstrates one or more performance deficiency; development opportunities will be discussed in order to meet expectations of position.
- **Unacceptable** – Consistently fails to meet minimum requirements in critical aspects of major functions and performance standards; immediate improvement required.