

## **PERFORMANCE EVALUATION INSTRUCTIONS**

### **THE OFFICE OF THE CONTROLLER**

**The Office of the Controller performance evaluation forms consists of the following:**

- Name & Evaluation Period
- General Areas of Performance
- General Areas of Performance Comments and Examples
- Purpose of the Position
- Key Responsibilities, with Comments and Examples
- Overall Performance Rating
- Position of Special Trust
- Mutually Established Goals
- Employee Information

**The Office of the Controller uses a 5-Tier rating scale for evaluations for the General Areas of Performance, Key Responsibilities, and Overall Performance Rating.**

- Outstanding – Performance consistently exceeds expectations. (In HRMS= Exceeds expectations)
- Commendable – Performance is substantively and significantly above the norm. (In HRMS = Exceeds expectations in some areas.)
- Meets expectations – Performance met expectations and purpose of the position.
- Needs improvement – Performance is generally less than satisfactory and requires improvement. (In HRMS=Does not meet expectations in some areas.)
- Unsatisfactory – Performance consistently does not meet expectations or the purpose of the position. (In HRMS = Does not meet expectations.)

#### **General Areas of Performance & Comments**

The supervisor will rate each employee's areas of performance and provide comments. The employee may also use this section at the supervisor's request to complete a self-evaluation, which he/she can submit to the supervisor for consideration before the final evaluation is completed.

- Enter the employee name and the end date of the evaluation period.
- Ratings other than satisfactory are required to have an explanation. Ratings of Commendable and Needs Improvement need at least one example; Outstanding and Unsatisfactory ratings need several examples. Comments for Satisfactory ratings are recommended but not required.
- Examples should be specific and/or have supporting documentation. For example, indicating that an employee has good oral skills is not good enough. List what it is that makes this person's oral skills better than average and/or provide examples.
- Supervisors should maintain documentation throughout the year to support evaluations ratings.
- The evaluation should not be the first time the employee is informed of their strengths or weaknesses.

#### **Key Responsibilities**

This section lists the employees Key Responsibilities and is developed in collaboration with the employee. The responsibilities should be reviewed annually to ensure it reflects changes in duties.

- List one Key Responsibility per section.
- Each Key Responsibility should specify performance standard (expectation).
- Rate each Key Responsibility as described above in General Areas in Performance. (Meets Expectations, Commendable, etc.)

- Level of detail required varies by level of position.

### **Overall Performance Rating**

The supervisor should provide an overall assessment of the employee's performance, including specific areas for improvement. The supervisor selects one of the five rating levels that best describes the employee's OVERALL performance. If specific areas for improvement are included, the supervisor can describe the Performance Action Plan developed to address the deficiencies as well as the scheduled follow-up for the plan.

### **Mutually Established Goals**

The supervisor should ask the employee for goals they would like to work on for the following year. Once these have been submitted, the supervisor should incorporate as many of the goals as appropriate, as well as including any Performance Action Plan developed in the previous section.

### **Employee Information**

The employee may make comments to his/her evaluation. Additional paper can be used and will be attached to the evaluation document and kept in the employee's personnel file. Once the employee has made their comments the signed evaluation will be sent to the manager/department head for review and signature.

### **Step-by-step instructions for using this evaluation**

1. Supervisors may allow employees to complete a self-evaluation, and then submit his/her self-evaluation to their supervisor.
2. The supervisor should review each self-evaluation (if completed) and then complete their evaluation of the employee, incorporating data from the self-evaluation if appropriate.
3. Supervisors must review the completed evaluations with their next-level supervisor prior to discussing the evaluation with the employee.
4. The supervisor provides a copy of the completed evaluation to the employee to read and review before the scheduled meeting.
5. The employee and supervisor meet and discuss the evaluation.
6. The supervisor signs and dates the evaluation.
7. The employee signs and dates the evaluation.
8. Employee comments (if submitted) are attached to the evaluation in the employee's personnel file.
9. The signed evaluation is sent to department head for review and signature.
10. The completed evaluation is filed in the employee's personnel file.