

TO: Employee and Management Services

FROM: Department Director

DATE:

SUBJECT: Certification of Performance Appraisal Process

[Insert a high level description of the performance appraisal approach]. Attached are the proposed instrument and instructions. A cross-section of the organization was used to develop [or select] the proposed approach, including [what positions or areas].

This proposed system reflects the department's core mission and objectives [how]. It encourages two-way communication between supervisors and employees, establishes mutually understood and relevant performance measures and timelines, and includes goal-setting and employee development components.

The proposed system provides a system for differentiating between high and low performers and measuring success [how], focusing on an employee's strengths as well as deficits, encouraging ongoing dialogue.

The system uses the three-scale [or five-scale] rating of meets, does not meet and exceeds expectations [if five scale insert names of intervening tiers].

We request review and approval of your system. You may contact [who, phone number] if you have any additional questions.