

Performance Review Delivery

I. Governing Regulation

Administrative Procedure [10.14, Performance Evaluations](#).

II. Purpose

To provide a recommended framework for personnel management by supervisors, managers, and department heads.

III. Key Elements

- A. **Leader's Guidance.** Throughout the appraisal period, senior leadership and higher supervisors provide long term and near term guidance in formal and informal communications. Supervisors retain and revise as appropriate for establishing Objectives and Professional Development objectives listed on appraisals.
- B. **Personnel Management.** Use of Manager's Notes, Individual Development Plans to include Employee Development Manuals and Task Books, and Performance Counseling as appropriate, is encouraged. Review of Position Descriptions, updated as needed, is required.
- C. **Performance Appraisals.** These are scheduled for completion, approvals, and submittal to Employee Development per the schedule below.
- D. **Performance Recognition.** Throughout the year, but particularly in late fall, opportunities to recognize employees are provided by the Director's, division, and department level awards programs.

IV. Schedule of Actions and Deliveries

- A. Items under the Personnel Management have no set schedule.
- B. Completed performance appraisals and revised position descriptions are due:
 - 1. Performance Appraisal – Employee – on March 31
 - 2. Performance Appraisal – Supervisor – on April 30
 - 3. Performance Appraisal – Manager – on May 31
 - 4. Performance Appraisal – New Employee – see appraisal form for instructions.

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- C. See [Awards](#) and other applicable procedures and guidelines for Performance Recognition.
- D. Recommended Periods for Use

Element	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	As Needed
Leader's Guidance													✓
Personnel Management													
Manager's Notes			✓			✓			✓			✓	✓
Position Description ¹			✓										✓
Individ. Development			✓										✓
Perform. Counseling			✓										✓
Performance Appraisals													
Manager					✓								
Supervisor				✓									
Employee			✓										
New Employee													✓
Performance Recognition													
Director's Awards								✓					
Division/Dept Awards													✓
Merit Awards										✓			

¹ Position descriptions for supervisors and managers are submitted with their appraisal according to the schedule.

- E. **Special Instruction.** Supervisors should present Performance Appraisals in person with the employee. In exceptional circumstances, the meeting may use video assistance using tools such as WebEx or Skype. Regardless, this is an important career development event requiring face-to-face engagement between the supervisor and the employee.

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