

INSTRUCTIONS FOR PERFORMANCE REVIEW

Before the Review

1. The supervisor should give the employee a copy of the “Achievement Summary” form. This form should be completed by the employee and returned to the supervisor prior to the performance meeting.
2. The supervisor should complete the performance review cover page. The overall rating should be left blank until the review is complete.
3. The performance review rating scales should be completed for each performance area. Use N/A if the task or skill does not apply to the individual. Once you have completed each area, determine the employees overall score (found on the front page of the performance appraisal).
4. Supporting comments and examples should be added for any rating of “Improvement Needed” or “Exceeds Expectations.” Use the “additional comments” page for comments that exceed the length of the box given on the performance review.
5. The supervisor should save a copy of the review on your computer. You should name the file using the employee’s name to help you know which review belongs to which employee.

During the Review

1. The supervisor should conduct an in-person meeting with the staff member to discuss each of the following:
 - a. Ratings on individual job responsibilities.
 - b. Major Accomplishments as specified by the employee.
 - c. Determine major Project and Developmental Goals
2. Both the employee and the supervisor should formulate major Project and Developmental Goals.
3. The employee should add any general comments they have in the comment sections.
4. Both the employee and the supervisor should sign and date the performance review.

After the Review

1. The supervisor and the employee should retain a copy of the Project and Developmental Goals and Action Plan (if applicable).
2. The completed review should be sent to Human Resources. Please make sure that the review has the appropriate signatures.