

Performance Appraisal System

Overview for Non-Supervisors

Performance Reviews



Key Concepts and Goals

Create a performance appraisal system with values as its basis:
Openness, Caring, and Integrity

Key Concepts:

- ▶ Frequent and honest feedback
- ▶ Focus on staff development

Results:

- ▶ Improved internal communication and collaboration
- ▶ Enhanced productivity and effectiveness
- ▶ Better & more efficient services to the community

Growth, Development, & Performance

- ▶ Self reflection on areas of growth, and assistance in enhancing performance.
- ▶ Set development goals using SMART standards - with supervisor.
- ▶ Identify specific areas of improvement.
- ▶ Engage in discussions during meetings
- ▶ Communication is a two-way street
 - ▶ What are “we” doing well?
 - ▶ What are the areas in which we could improve?
- ▶ Be open to coaching

Goal Setting



- ▶ Work with supervisor to set goals for the upcoming quarter/year
- ▶ Goals can be:
 - ▶ Work -outcome related
 - ▶ Project/program specific
 - ▶ Development related
- ▶ Goals can:
Enhance Motivation | Increase Accountability | Engage

SMART Goals

Emanate from Vision and Mission

- ▶ **Specific.** Should be linked to one activity, thought, or idea.
- ▶ **Measurable.** Success, or progress can be tracked and measured
- ▶ **Achievable.** Should be possible to achieve, but challenging.
- ▶ **Relevant.** Should align with project and org vision.
- ▶ **Time-bound.** Should fall within a specific time-period.

Evaluation System Basics

- ▶ Employees receive an annual evaluation on their anniversary
- ▶ Includes a self-evaluation component
- ▶ Quarterly meetings should be held for on-going feedback

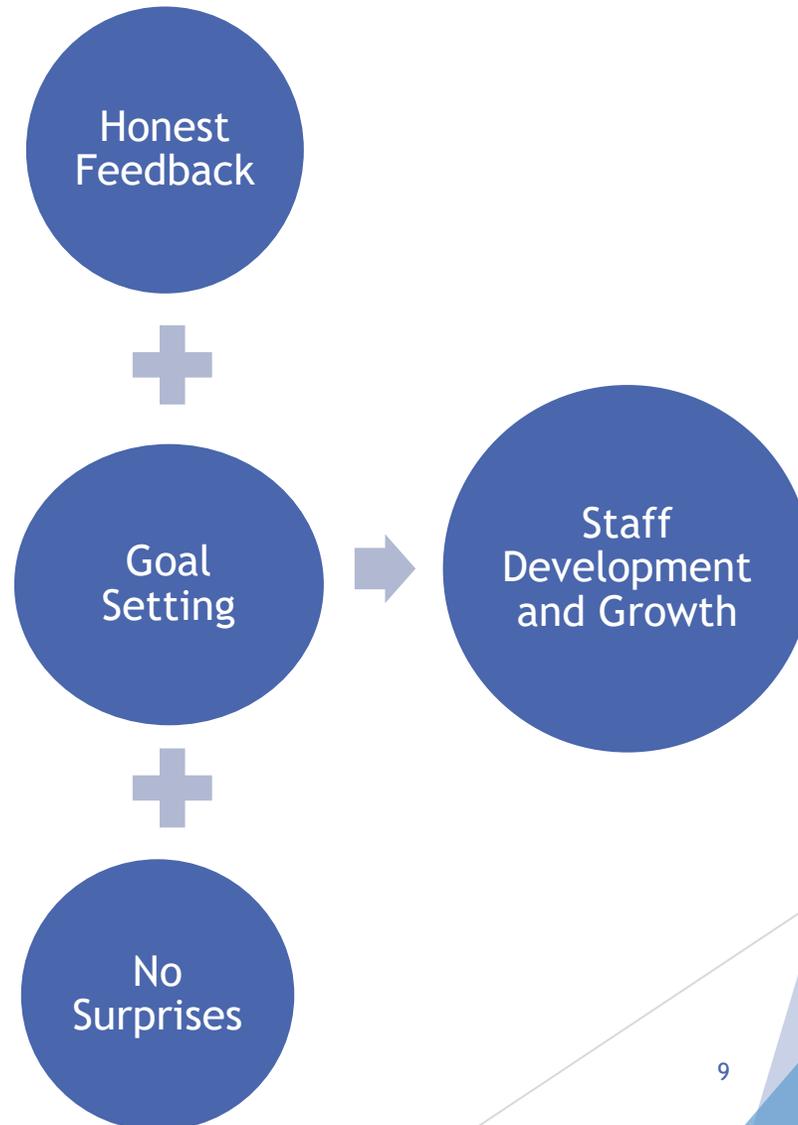


Probationary Evaluations

- ▶ Probationary employees are evaluated every 3 months during the probationary period

Focus of Appraisal Meetings

Annual appraisal meeting is held to discuss performance review

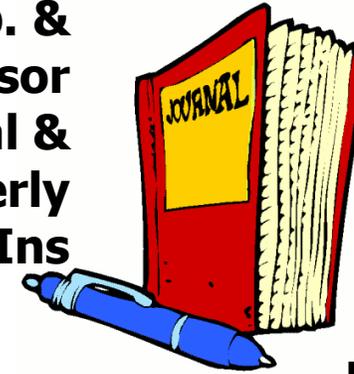


Performance Appraisal In Action



Emp. and supervisor discuss expectation and set goals

Emp. & Supervisor Journal & Quarterly Check-Ins



Quarterly
CHECK-IN



Supervisor receives feedback from higher manager



Supervisor views self-evaluation and drafts appraisal



At or near end of the year, employee completes self-evaluation

Employee and supervisor meet about 5 days after employee receipt of draft appraisal



Discuss prior year performance and set goals, expectations, and development objectives for the following year

How Step Increases Will Occur

- ▶ Step increases occur based on performance and in accordance with the MOUs
- ▶ If overall performance rating on the evaluation is “meets standard” or above, employee is eligible for increase on their anniversary date.

Resources

- ▶ Performance Appraisal forms
- ▶ Performance Appraisal manual
- ▶ Ongoing trainings
- ▶ Access to HR staff for assistance



If you have questions, please contact HR
at 510-620-6602