

The performance appraisal is a valuable tool that is designed to recap your employee's performance during the previous year and set a course of action to be followed in the future. This course of action should include positive feedback for accomplishments, ways for your employee to correct deficiencies, and set new measurable goals to be accomplished over the next 12 months and beyond.

The review is divided into sections as follows:

Section A - Previous Year's Goals

This section should contain an accurate reflection of goals provided at the last performance appraisal and a rating of the accomplishment of the goal. This section should be left blank if the employee has been with us less than a year and/or no goals were provided previously.

Section B - Performance Appraisal – All Staff

This section, containing 9 performance areas, should be completed for all staff. It is suggested and appropriate to place an example or comments in the comment section under each performance area. If any rating is 'needs improvement', comments as to exactly why the rating was made are required.

Section C - Performance Appraisal – Supervisory / Management Staff

This section, containing 2 performance areas, should be completed ONLY for supervisory / management staff. It is to be left blank for non-supervisory/management staff.

Section D - Additional Comments / Overall Rating – All Staff

This section provides an opportunity to document accomplishments, professional development goals for the following year, strengths, areas for improvement, and an overall rating. This section should be completed for all staff

Section E - Employee Comments

This section is for the employee to document any comments s/he chooses regarding the performance appraisal.

Section F - Performance Appraisal Signatures

Both the supervisor and the employee should sign here.

Section G - Goals – All Staff

This section must be completed for all staff and should contain 3 goals for the employee for Upcoming Fiscal Year. The mid-year 'on target' / 'not on target' rating section will be completed by you at the 6 month point and should not be completed now. This section will be returned to you by Human Resources when mid-year review is to be completed.

Section H - Mid-Year Signatures – All Staff

This section is to be completed ONLY at mid-year goal review. Do not complete it now. Keep a copy of this section along with a copy of the goals. Human Resource will contact you mid-year to ask you to complete that section of the form.

Please remember that the performance appraisal review should be a discussion between you and your employee that establishes open communication and an exchange of ideas. The following are suggestions to assist in achieving an effective performance appraisal discussion:

- Determine a mutually appropriate time to conduct the appraisal.
- Conduct the performance appraisal discussion in an environment free from interruption.
- Review the appraisal thoroughly allowing for feedback from the employee.
- Provide the employee an opportunity to deliver feedback.
- Conclude the discussion in a positive manner, thanking the employee and showing support for their efforts.