

**SECOORA
EMPLOYEE PERFORMANCE MANAGEMENT SYSTEM**

Name: _____

Social Security Number: _____

Position Classification: Full-Time Employee

Date Assigned to Current Position: _____

Performance Review From: _____

PLANNING STAGE ACKNOWLEDGMENT

Rating Officer: _____ Date: _____

Reviewed by: _____ Date: _____

Employee: _____ Date: _____

(Signature of employee indicates the Planning Stage and Position Description were reviewed with the employee.)

EVALUATION STAGE ACKNOWLEDGMENT

Rating Officer: _____ Date: _____

Reviewed by: _____ Date: _____

Reviewing Officer Comments: _____

Employee: _____ Date: _____

(My signature indicates that I was given the opportunity to discuss the official performance review with my supervisor – not that I necessarily agree.)

Employee Comments: _____

INSTRUCTIONS

THE PLANNING STAGE

Job Duties – The supervisor, utilizing suggestions from the employee, shall select job duties from the employee's most recent position description and develop success criteria for each duty.

Objectives - This section allows the supervisor to include any additional special projects or program assignments that are not on the position description but that are assigned to the employee during the rating period. Objectives are optional, but if used, success criteria are required for each objective.

Performance Characteristics - Performance characteristics and their definitions should be directly related to the employee's job and may be selected by the supervisor and the employee from a list developed by the Division of Human Resource Management. All management and supervisory employees are required to be reviewed on "promoting equal opportunity."

The supervisor should meet with the employee to discuss the position and how it relates to the job duties and objectives for the upcoming year. After this discussion, the supervisor shall complete the planning stage of the document. Prior to discussing the completed planning stage with the employee, the supervisor will present the final document to the reviewing officer for signature. The supervisor will then meet with the employee to review the final plans for the year and obtain the employee's signature. The completed planning document will be placed in the employee's personnel file to be used as the evaluation document at the end of the review period.

THE EVALUATION STAGE

The supervisor will complete the evaluation document based on the employee's performance for the entire year. Using the four levels of performance outlined below. Job duties and objectives shall be rated on how well the employee has met the success criteria outlined in the planning stage. Performance characteristics will be rated "acceptable" or "unacceptable" based on the definitions which were communicated to the employee in the planning stage. The characteristics shall be used as a communication tool and shall not be weighed in the determination of the overall performance rating.

Once the supervisor has completed the evaluation document, it will be presented to the reviewing officer for signature. The supervisor will then schedule a meeting with the employee to discuss his/her performance and to obtain the employee's signature on the evaluation document. The evaluation must be completed prior to the review date to be timely.

FOUR LEVELS OF PERFORMANCE

(To rate job duties, objectives, and overall performance)

Meets Performance Requirements – Work that meets the success criteria for the job.

Exceeds Performance Requirements – Work that is above the success criteria for the job throughout the rating period.

Substantially Exceeds Performance Requirements - Work that is characterized by exemplary accomplishments throughout the rating period; performance that is considerably and consistently above the success criteria of the job.

Below Performance Requirements – Work that fails to meet the success criteria of the job.

(Performance characteristics will not be rated with the four levels of performance. They should be rated as "acceptable" or "unacceptable.")

JOB DUTIES

Performance Level

1. **Job Duty:** ____% time

Success Criteria:

-

Goals for next year:

Assessment:

2. **Job Duty:** ____% time

Success Criteria:

-

Goals for the next year:

Assessment:

3. **Job Duty:** ____% time

Success Criteria:

-

Goals for next year:

-

Assessment:

4. **Job Duty:** _____% time

Success Criteria:

-
-

Goals for next year:

Assessment:

5. **Job Duty:** _____% time

Success Criteria:

-

Goals for the next year:

-

Assessment:

6. Job Duty: ___% time

Success Criteria:

- Goals for next year:

Assessment:

OBJECTIVES

(Optional)

Performance Level

1. **Objective:** *This is where we would place any specific one-year objectives.*

Success Criteria:

ACTUAL PERFORMANCE

PERFORMANCE CHARACTERISTICS

Acceptable/Unacceptable

1. **Characteristic:** Initiative:

Definition: Realizes opportunities and develops ideas without specific direction to do so.

2. **Characteristic:** Availability and responsiveness:

Definition: Effectively communicates schedule and availability. Responds quickly to communication from the Executive Director, staff and SECOORA members.

3. **Characteristics:** Professional Demeanor:

Definition: Looks and acts professionally in all situations when representing SECOORA. Communicates effectively with the Board and other SECOORA members and staff.

4. **Characteristics:** Adaptability:

Definition: Employee can adapt to job or organizational changes. Readily accepts new responsibilities and assignments.

5. **Characteristics:** Technical Competence:

Definition: Possesses necessary knowledge to effectively perform job and able to apply what he/she has learned about his/her job. Acquires new knowledge/skills/abilities as required by the job.

SUMMARY AND IMPROVEMENT PLAN

Identify the employee's major accomplishments, areas needing improving and steps to improve present and future performance.

APPRAISAL RESULTS

Substantially Exceeds *Exceeds* *Meets* *Below*