

Performance Management Task Assignments

****Percentage of progress after task is marked complete**

1. Employee Creates Plan (12.5%)

Assigned at beginning of review period every year with a due date of June 30th.

Assigned to new-hires on their date of hire; must create plans within first 30 days.

2. Supervisor Acknowledges Plan (25%)

To be completed by July of each year or within 45 days of a new-hire start date.

3. Employee Self-Evaluation (37.5%)

Email notifications will be sent at the end of the review period (generally will be early April) to begin the self-evaluation for previous year. Should be completed prior to May 31 for all staff.

4. Supervisor Evaluation (50%)

Completed any time after employee submits their self-evaluation.

5. Second Level Supervisor Review (62.5%)

Completed any time after supervisor evaluation is complete.

6. Human Resources Review (75%)

Completed any time after the second level supervisor approval.

7. Evaluation Review Meeting (87.5%)

Completed after all other approvals are made. At this time, all comments and ratings are visible for supervisor and employee to discuss together. This will also be a great time to discuss goals for the next review year as they will need to be entered.

8. Employee Acknowledges Evaluation (100%)

Final step in the process. The employee must log in to the PA 7.0 system and mark their evaluation as complete after they have their review meeting with supervisor.

If a task needs re-opened for any reason or goals need added or edited, please contact Human Resources at ext. 4114. Keep in mind, this will require any proceeding tasks marked complete to be reopened as well.