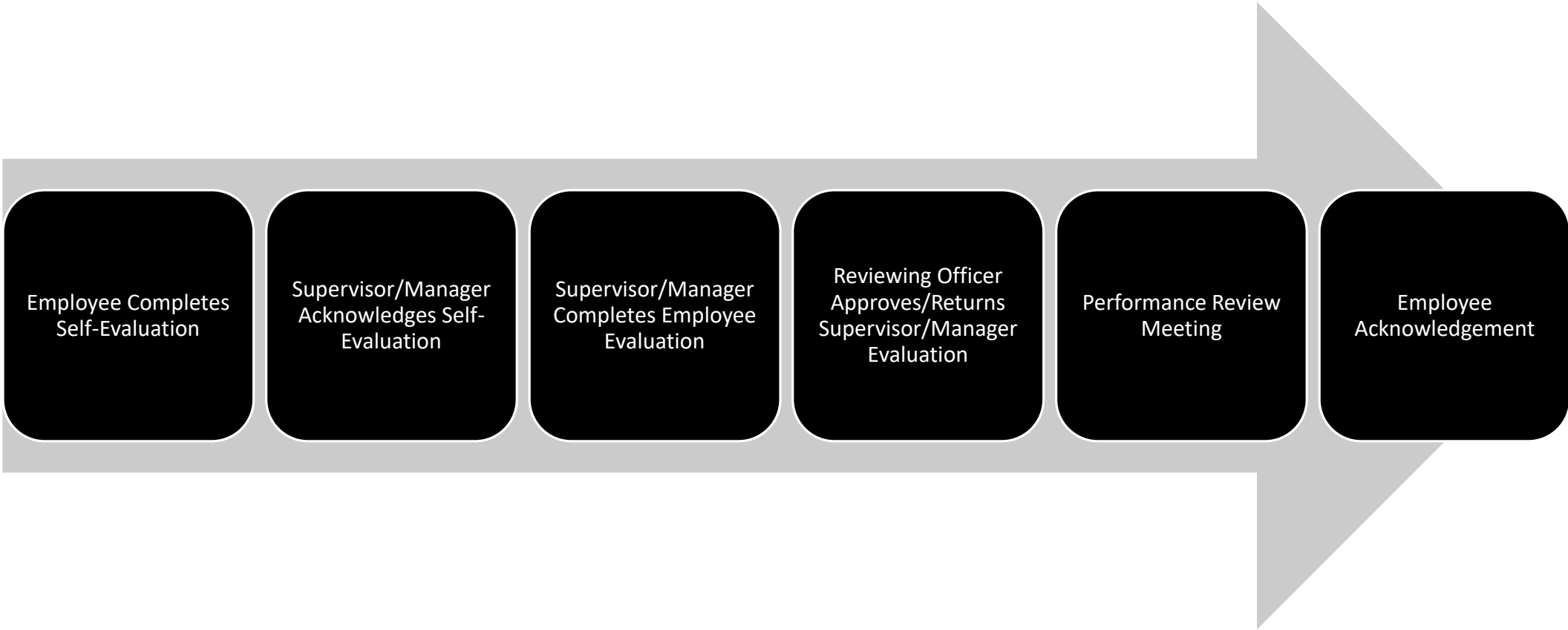


Employee Training

OFFICE OF HUMAN RESOURCES

Performance Evaluation Process



Importance of Self Evaluation

- Gives you a chance to share your successes and challenges
- Helps you think about a plan for your future
- Helps guide or redirect your manager's assessment
- Summarizes what you achieved during this performance cycle
- Enables you to take an active role in developing goals and objectives for the following year

Preparing for the Self Evaluation

- Preparation is key
- Be proud
- Be honest and critical
- Continuously strive for growth
- Be positive and professional
- Utilize as an opportunity for improvement

Completing the Self Evaluation

- Include specific, measurable results
- Include recent education, training or special assignments that enhanced your skills
- Incorporate feedback received during evaluation cycle
- Spellcheck your work

Completing the Self Evaluation- Action Verbs



Meeting with your Supervisor/Manager

- Review your manager/supervisor evaluation
- Try to relax
- Commit to being open-minded
- Be prepared to present your point of view
- Ask what it would take to score higher in a particular area or overall

Evaluation Schedule

Current evaluation cycle: April 1 - December 31, 2018*

Step	Availability Opens	Deadline
Employee Completes Self Evaluation	January 15, 2019	February 1, 2019
Supervisor Acknowledges Self Evaluation**	January 15, 2019	February 8, 2019
Supervisor Completes Evaluation**	January 15, 2019	March 8, 2019
Reviewing Officer Approves/Rejects Evaluation**	January 15, 2019	March 15, 2019
Evaluation Review Meeting (Supervisor and Employee)**	January 15, 2019	March 22, 2019
Employee Acknowledges Evaluation**	January 15, 2019	March 29, 2019

***Previous step(s) must be completed before this step is available/accessible in PeopleAdmin*