

MANAGERIAL/CONFIDENTIAL EMPLOYEE EVALUATION GUIDELINES

The Managerial and Confidential Employee Evaluation forms consist of three sections:

Section 1 –Employee Self Evaluation

This section of the performance process is optional, to be completed by the employee and returned to the Manager. Although the review is primarily the responsibility of the Manager, the annual review is structured to enable staff to participate in the assessment of his/her job performance.

Section 2 - Supervisor's Evaluation

This section is to be completed by the Manager in direct supervision of the employee. The section includes rating areas that must be completed or marked "N/A" (not applicable). The real value of the review lies in the communication between manager and employee concerning what has been done well, and where further growth should be directed. Summarizing the performance, providing constructive feedback on strengths and weaknesses, identifying accomplishments, and specifying corrective action and avenues for professional growth are key managerial appraisal tasks.

Section 3 – Goals

This section documents the goals and expectations for the upcoming review cycle and is a part of the discussion process (see below). Goals should be (SMART) specific, measurable, attainable, relevant and tangible.

Preparing for and Conducting the Performance Evaluation:

- Review the expectations set at the start of employment which were communicated to the employee upon hire. Ask yourself what the employee did well, what compliments can be given, what areas need improvement, what activities have reflected well or poorly on their performance, if the employee successfully met those expectations and what you would like to see the employee accomplish in the coming year.
- The rating form should be the culmination of the process that has been ongoing during the review period, and the final outcome should come as no surprise to the employee.
- Meet with the employee and discuss the evaluation. The discussion should be private and touch upon the activities of the past rating year as well as goals for the upcoming rating period. The Manager should obtain the employee's signature on both sections– Supervisor's Evaluation and Goals and provide the employee with a copy. The signature of the employee indicates that the evaluation was reviewed and does not necessarily indicate their agreement with the assessment. The original evaluation should be

submitted to Human Resources. A copy should be provided to the employee and a copy should also be kept for the department file.

Unsatisfactory/Less than Good Performance Appraisals:

- **Before** reviewing an “Unsatisfactory/Less than Good” performance appraisal with an employee, supervisors **must** review it with their HR Consultant. **Your review with your HR Consultant should occur no later than November 6, 2020. Failure to review the unsatisfactory evaluation with your HR Consultant by the deadline may result in the evaluation defaulting to satisfactory.**
- HR Consultants will be looking to ensure that supervisors have pointed out an employee’s area(s) of weakness, counseled him or her regarding ways to correct the problem, and given the employee a chance to improve before issuing an “Unsatisfactory/Less than Good” performance appraisal.
- Appraisals that are rated as overall unsatisfactory require written justification and supporting documentation as described above.

Helpful Tips:

- Be specific – give specific examples of what the employee did to achieve --or fall short of --the goal.
- Be complete - write your evaluation so that an outsider reading it would be able to understand exactly what happened and why.
- Be consistent – apply your performance standards consistently across your team.

Remote Review:

Reviews should occur in person and the following instructions should only be used for departments working 100% remotely.

- Complete hardcopy evaluation, sign and date.
- Set up remote meeting with employee to review. Employee must see the evaluation. Scan and email to employee immediately prior to the meeting.
- Conduct remote review with employee.
- Instruct employee that they must email the supervisor the following: confirmation of remote review, the date it occurred and whether or not they agree with the evaluation.
- Print employee’s email attestation and attach to the evaluation.
- Send the evaluation/attestation to HR. Evaluations should be mailed to HR Operations, MC4035

If you have general questions regarding the performance appraisal, please call Elizabeth Fay at 860-679-7573.

If you have performance issues that may result in an unsatisfactory evaluation, please contact HR Consultants, Jessica Hajdasz at 860-679-4070 or Shaela Ryng at 860-679-8067.