



PERFORMANCE MANAGEMENT

Answer the following questions...

	YES	NO
1. Is your Performance Management Program up to date and has it been submitted to the State Personnel Director for approval?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are you certain that your Performance Management Program is being communicated to all employees?	<input type="checkbox"/>	<input type="checkbox"/>
3. Have all Raters received official Performance Management training?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are you certain that every employee receives an official performance planning meeting with a supervisor?	<input type="checkbox"/>	<input type="checkbox"/>
5. Are you certain that every employee has a current performance plan in place?	<input type="checkbox"/>	<input type="checkbox"/>
6. Are you certain that every employee receives coaching, feedback, and continuous communication throughout the rating cycle?	<input type="checkbox"/>	<input type="checkbox"/>
7. Are you certain that every employee receives at least one documented progress review?	<input type="checkbox"/>	<input type="checkbox"/>
8. Are you certain that a Reviewer is signing performance evaluation rating forms?	<input type="checkbox"/>	<input type="checkbox"/>
9. Are you certain that every employee is being notified of their final performance evaluation rating?	<input type="checkbox"/>	<input type="checkbox"/>
10. Are you certain that every employee is being notified of the performance dispute resolution process, especially if requested?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are sanctions (corrective actions) being issued to supervisors not complying with all deadlines for performance plans and evaluations?	<input type="checkbox"/>	<input type="checkbox"/>
12. In accordance with State Personnel Rule 6-7, are you reporting required information to the State Personnel Director by the specified deadline when requested?	<input type="checkbox"/>	<input type="checkbox"/>

Please note that a NO response to any of the items above may indicate that your Department is out of compliance with rule, law or recommended practice. Please contact Consulting Services at hrc.consulting.services@state.co.us for guidance on any of the above mentioned areas.

This form is for your use only, there is no need to return the form to DHR.

Completed By: _____

Date _____