



Supervisor Guide to Performance Management

- *I have conducted a planning session with each of my employees by the date specified in my department's performance management program and this has resulted in a performance plan for each of my employees.*
- *I have also done a planning session and created a performance plan for any new employee hired during the course of a performance cycle. This has been done according to the timeline specified in my department's program.*
- *I have incorporated the State's uniform core competencies into each employee's performance plan and final rating.*
- *I have also aligned performance plans with my department's goals and objectives.*
- *I have effectively communicated the department's performance management component to my employees and can explain all the aspects of my department's achievement pay program.*
- *I have attended the mandatory training in performance management held by my department and kept records that show I have completed this training. I will continue to attend additional management and skill-building training.*
- *I have provided coaching and feedback during the performance cycle, including at least one documented progress review.*
- *I have proactively communicated with all my employees throughout the performance cycle so there are no surprises.*
- *I have evaluated in writing each employee based on his/her job performance prior to their department's deadline.*
- *I have completed an interim rating for all employees who have changed assignment, position, appointing authority or department during the performance cycle.*
- *I have rated by employees based on three levels – needs improvement, successful, and exceptional, and I understand that the outstanding rating must be difficult to achieve because it represents consistently exceptional performance or consistent achievement beyond the regular assignment.*
- *I HAVE NOT used quotas in determining individual ratings.*
- *I have created a performance improvement plan or taken a corrective action for the employees given an overall unsatisfactory rating.*
- *I have given my evaluations to an independent reviewer.*
- *I understand failure to provide plans and evaluations within established timelines must result in a corrective action and my ineligibility for merit pay, and that failure to complete evaluations within 30 days of the corrective action will result in further sanctions.*