

Instructions for Completing the Performance Review Assessment (PRA) for Employees in the Initial Twelve Months of Hire

Opening the Six-Month Review Period

PRA Page 1 Section 1: Employee Demographics

Complete Employee Demographics. Click Management or Non-Management to indicate the type of position; click on Probationary since this evaluation is part of the initial twelve-months of hire. Consult Human Resources if there are questions about the demographics section.

MANAGEMENT
 NON-MANAGEMENT
 PROBATIONARY

A. DEMOGRAPHIC/SIGNATURES

SECTION 1. EMPLOYEE DEMOGRAPHICS			
ACE ID:		NUMBER OF PEOPLE SUPERVISED:	
EMPLOYEE NAME:			
JOB TITLE:		PIN:	
AGENCY:		COUNTY:	
SUPERVISOR NAME:			
REASON FOR ASSESSMENT:	<input checked="" type="radio"/> PERFORMANCE EVALUATION <input type="radio"/> PERSONNEL ACTION		
SIGNATURE CONFIRMS EMPLOYEE ACKNOWLEDGEMENT OF JOB DUTIES AND PERFORMANCE EXPECTATIONS			
ASSESSMENT START DATE:			
ASSESSMENT END DATE:			
SUPVVERVISOR SIGNATURE:	<i>Signature</i>	DATE:	
FIRST LEVEL REVIEWER SIGNATURE:	<i>Signature</i>	DATE:	
EMPLOYEE SIGNATURE:	<i>Signature</i>	DATE:	

Reason for Assessment:

Click on either Performance Evaluation (when opening a new review period) or Personnel Action (when closing a review period early due to a personnel action such as a transfer, reallocation, termination, etc.).

Signatures are completed after the Tasks/Duties for each Performance Factor are populated. These Factors begin on page 2 of the PRA and are listed below.

When opening the review period, only the field immediately below the definition of each Performance Factor is populated. This field is labeled “Tasks/Duties to be Rated” for Performance Factors 1, 3, and 4. The field is labeled “Systems/Programs/Equipment/Instruments to be Rated” for Performance Factor 2. The Rating, Supervisor Comments, and Employee Comments fields remain blank until the review period is closed.

PRA Page 2: Performance Factor #1 – Job Knowledge/Technical Ability

Complete the Tasks/Duties to be Rated: List these in order of importance, with the most important duty listed first. This field does not expand. Attach additional paper, if needed.

PERFORMANCE FACTORS:
1. JOB KNOWLEDGE / TECHNICAL ABILITY
ACQUIRES AND APPLIES KNOWLEDGE AND SKILLS TO EFFECTIVELY PERFORM ALL PARTS OF THE JOB.
TASKS / DUTIES TO BE RATED:
<p style="color: red; margin: 0;"><i>What is the position responsible for? List in order of importance.</i></p> <p style="color: red; margin: 0;"><i>What job knowledge does the person need to know to successfully perform the job?</i></p> <p style="color: red; margin: 0;"><i>What specific activities are required in the position?</i></p>

For multiple employees performing the same function, the descriptions for each performance factor should be identical.

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PRA Page 3: Performance Factor #2 – Use of Required Systems/Programs/Equipment or Tools

List Systems/Programs/Equipment/ Instruments to be Rated: List whatever is used to perform the duties from Performance Factor 1.

PERFORMANCE FACTORS (CONTINUED):
2. <u>USE OF REQUIRED SYSTEMS/PROGRAMS/EQUIPMENT OR TOOLS</u>
DEMONSTRATES THE ABILITY TO EFFECTIVELY AND ACCURATELY USE REQUIRED PROGRAMS, EQUIPMENT OR TOOLS.
<u>SYSTEMS/PROGRAMS/EQUIPMENT/INSTRUMENTS TO BE RATED:</u>
<i>List of the systems/programs/equipment or tools used while performing the position responsibilities.</i>

PRA Page 4: Performance Factor #3 – Problem Solving/Decision Making

Complete Tasks/Duties to be Rated: List general areas where problem-solving and decision-making are anticipated.

Include the expectation that the employee should find a solution to unexpected problems that arise by accessing the resources available.

PERFORMANCE FACTORS (CONTINUED):
#3. <u>PROBLEM SOLVING/DECISION MAKING</u>
EXHIBITS SOUND AND ACCURATE JUDGEMENT IN IDENTIFYING AND ADDRESSING ISSUES THAT ARISE IN THE COURSE OF WORK.
<u>TASKS / DUTIES TO BE RATED:</u>
<i>What type of issues arise in performing the duties of this position (day to day; month to month)? What agency, state, or federal policies guide the decision-making process?</i>

If the employee supervises people or has responsibility of a program, include Performance Factor #4 – Project/People Management and Delegation. If not, leave PRA Page 5 blank.

PRA Page 5: Performance Factor #4 – Project/People Management and Delegation

Complete Tasks/Duties to be Rated: List general areas where management and delegation are required of the position.

PERFORMANCE FACTORS (CONTINUED):
4. <u>PROJECT / PEOPLE MANAGEMENT AND DELEGATION</u>
PLANS, ORGANIZES, EXECUTES, MONITORS, AND CLOSSES WORK EFFECTIVELY TO SUCCESSFULLY COMPLETE GOALS AND OBJECTIVES.
APPLIES ONLY TO MANAGERS OF PEOPLE OR PROGRAMS
<u>TASKS / DUTIES TO BE RATED:</u>
<i>List responsibilities the position is accountable to complete or oversee others completing. Do they delegate when they should?</i>

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Back to PRA Page 1 Section 1: Signatures at the opening of a Review Period

Once the tasks/duties and systems/tools are populated for each Performance Factor, the supervisor submits the PRA to his/her supervisor for approval and signature as the First Level Reviewer. Signatures can be signed electronically, or the form can be printed and signed manually.

With the First Level Reviewer signature complete, the supervisor signs the PRA Page 1 Section 1.

The supervisor then meets with the employee to discuss performance expectations for all relevant Performance Factors. Once the employee signs the PRA Page 1 Section 1, the Review Period is officially open.

MANAGEMENT
 NON-MANAGEMENT
 PROBATIONARY

A. DEMOGRAPHIC/SIGNATURES

SECTION 1. EMPLOYEE DEMOGRAPHICS			
AGE ID:		NUMBER OF PEOPLE SUPERVISED:	
EMPLOYEE NAME:			
JOB TITLE:		PIN:	
AGENCY:		COUNTY:	
SUPERVISOR NAME:			
REASON FOR ASSESSMENT:	<input checked="" type="radio"/> PERFORMANCE EVALUATION <input type="radio"/> PERSONNEL ACTION		
SIGNATURE CONFIRMS EMPLOYEE ACKNOWLEDGEMENT OF JOB DUTIES AND PERFORMANCE EXPECTATIONS			
ASSESSMENT START DATE:			
ASSESSMENT END DATE:			
SUPERVISOR SIGNATURE:		DATE:	
FIRST LEVEL REVIEWER SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

Mid-Point of the Six-Month Review Period

PRA Page 1 Section 2: Mid-Point Review Acknowledgement

At the mid-point of the review period, the supervisor makes comments about the progress the employee has made so far. There is no rating at the mid-point, just comments from the supervisor. Supporting documentation should be kept in the Supplemental Employee Performance Folder (SEPF). Consult Human Resources if you have questions concerning performance during this period or if you have questions about the SEPF.

The supervisor and employee sign the Midpoint Review Acknowledgement. Signatures can be signed electronically, or the form can be printed and signed manually.

SECTION 2. MIDPOINT REVIEW ACKNOWLEDGEMENT			
SUPERVISOR COMMENTS			
SUPERVISOR SIGNATURE:		DATE:	
EMPLOYEE SIGNATURE:		DATE:	

The Mid-Point Review is mandatory and should be held within the third or fourth month of the evaluation period. Check with Human Resources to find out if a copy of the PRA should be sent to Human Resources after signing the Midpoint Review Acknowledgement.

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PRA Page 1 Section 3: Final Assessment Rating

After selecting the Performance Factor rating for each relevant Factor on pages 2 – 5, the Final Assessment Rating is automatically averaged on PRA Page 1.

The supervisor submits the completed PRA to the First Level

Reviewer for approval and signature on PRA Page 1 Section 3. The supervisor also signs

here. Signatures can be signed electronically, or the form can be printed and signed manually.

SECTION 3. FINAL ASSESSMENT RATING			
<input type="checkbox"/>	1.0 - 1.9 IMPROVEMENT NEEDED	2.0 - 2.9 SUCCESSFUL	3.0 OUTSTANDING
SUPERVISOR SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
FIRST LEVEL REVIEWER SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>
EMPLOYEE SIGNATURE:	<input type="text"/>	DATE:	<input type="text"/>

With the appropriate signatures complete, the supervisor and employee discuss the performance ratings for the evaluation period. The employee can enter comments for any Performance Factor, if desired. Comments can be entered electronically or handwritten in the Employee Comments field of each Performance Factor. The supervisor should save a copy of the completed PRA before emailing to the employee for comments if comments will be made electronically.

The supervisor submits the Final PRA with rating and signatures to the designated Human Resources representative, along with the newly opened PRA for the second six-month evaluation period. Employees in the initial twelve months of hire have two six-month review periods.

As stated in Section 6.4 (C) of the State Employee Handbook, a score below 2.0 Successful should require appropriate personnel action. Consult with Human Resources before meeting with the employee if the Final Rating is below 2.0 Successful.