Opening the Six-Month Review Period

PRA Page 1 Section 1: Employee Demographics

Complete Employee
Demographics. Click
Management or NonManagement 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-MANAGE	MENT PRO	BATIONARY	7				
A. DEMOGRAPHIC/SIGNATURES									
SECTION 1. EMPLOYEE DE	MOGRAPHICS								
ACE ID:	NUMBER OF PEOPLE ST			UPERVISED:					
EMPLOYEE NAME:									
JOB TITLE:				PIN:					
AGENCY:				COUNTY:					
SUPERVISOR NAME:				·					
REASON FOR ASSESSMENT: PERFORMANCE EVALUATION PERSONNEL ACTION									
SIGNATURE CONFIRMS EMPLOYEE ACKNOWLEDGEMENT OF JOB DUTIES AND PERFORMANCE EXPECTATIONS									
ASSESSMENT START DATE:									
ASSESSMENT END DATE:									
SUPVERVISOR SIGNATURE:		'		DATE:					
FIRST LEVEL REVIEWER SIGNATURE:				DATE:					
EMPLOYEE SIGNATURE:	WHEN			DATE:					

Reason for Assessment:

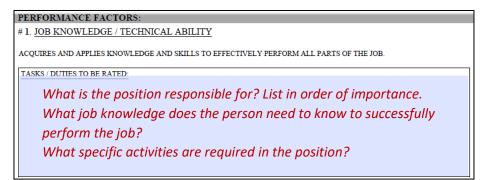
Click on either Performance Evaluation (when opening a new review period) or Personnel Action (when closing a review period early due to a personnel action such as a transfer, reallocation, termination, etc.).

Signatures are completed <u>after</u> 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.



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

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

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. # 2. USE OF REQUIRED SYSTEMS/PROGRAMS/EQUIPMENT OR TOOLS

DEMONSTRATES THE ABILITY TO EFFECTIVELY AND ACCURATELY USE REQUIRED PROGRAMS, EQUIPMENT OR TOOLS.

SYSTEMS/PROGRAMS/EQUIPMENT/INSTRUMENTS TO BE RATED:

List of the systems/programs/equipment or tools used while performing the position responsibilities.

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 PERFORMANCE FACTORS (CONTINUED):
#3. PROBLEM SOLVING/DECISION MAKING

EXHIBITS SOUND AND ACCURATE JUDGEMENT IN IDENTIFYING AND ADDRESSING ISSUES THAT ARISE IN THE COURSE OF WORK

TASKS/DUTIES TO BE RATED:

What type of issues arise in performing the duties of this position (day to day; month to month)?

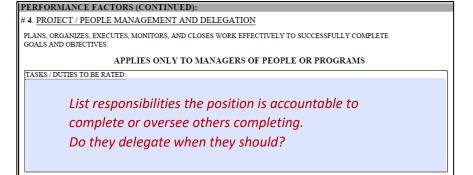
What agency, state, or federal policies guide the decision-making process?

problems that arise by accessing the resources available.

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.

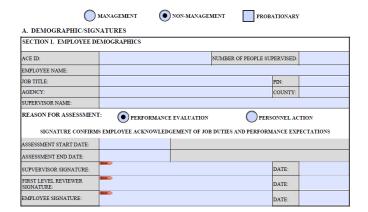


Back to PRA Page 1 Section 1: Signatures at the opening of a Review Period

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.

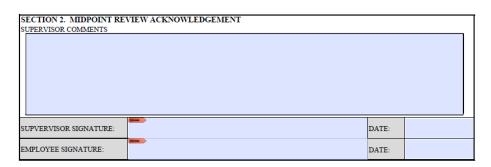


Mid-Point of the Six-Month Review Period

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.



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.

Closing the Six-Month Review Period

PRA Pages 2 – 5: Performance Factors

At the end of the sixmonth period, the supervisor provides comments in the **Supervisor Comments** field of each Performance Factor relevant to the evaluation period. If the person does not manage people or processes, Performance Factor #4 is left blank. Comments should be supported by referencing work performed during the period, which serves as supporting documentation

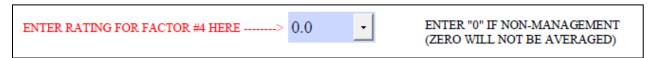


in the Supplemental Employee Performance Folder (SEPF).

Next, choose the appropriate rating from the drop-down menu.



If Performance Factor #4, People/Project Management and Delegation is not used for this person, leave the score at 0. Zero will not be averaged in the Final Assessment Rating, as stated on Page 5 of the PRA (shown below).



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

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

SECTION 3. FINAL ASSESSMENT RATING									
1.0 1	.9 IMPROVEMENT NEEDED	2.0 - 2.9 SUCCESSFUL	3.0 O	UTSTANDIN	NG				
SUPVERVISOR SIGNATURE:				DATE:					
FIRST LEVEL REVIEWER SIGNATURE:				DATE:					
EMPLOYEE SIGNATURE:				DATE:					

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

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.