

## **CLASSIFIED APPRAISAL PROCESS**

### **Who is responsible for conducting the appraisal?**

The immediate supervisor is responsible for each classified employee's performance appraisal. The official position description designates the immediate supervisor. The employee and the supervisor should agree on the position's major duties and responsibilities. To maximize the effectiveness of this mutual identification, the supervisor and the employee should discuss and agree on behavioral indicators of performance as well. However, identifying job duties and responsibilities as well as performance indicators is, in the final analysis, a supervisory responsibility.

### **What is the process?**

1. The employee should be encouraged to do a self appraisal utilizing the classified appraisal form. The supervisor completes his/her appraisal independent of the employee's self assessment.
2. At a prearranged time, the employee and supervisor should meet to compare their thoughts and ratings using their draft copies. Both should be prepared with specific concrete examples to substantiate their ratings.
3. The final copy is then completed by the supervisor (see instructions below).
4. Following the review and discussion of the assessment, both the employee and the supervisor should sign the finalized form. The employee should then make a copy for his/her personnel file.

The employee's signature does not necessarily indicate agreement with the appraisal. It indicates that the appraisal has been discussed with him/her.

5. The employee is encouraged to add any additional comments in the form on an addendum. If an addendum is added, it must be signed, dated, and copies provided to the supervisor and the reviewing authority.
6. The final copy is then routed to the appropriate administrator for review. After signing and dating, the form is then forwarded to Human Resources for review and placement in the employee's personnel file.

### **How are the new appraisal forms used?**

There are three sections to the Classified Staff Performance Appraisal form:

- Section I - Work Habits and Standards

Work habits and standards listed in this section are a number of factors which are important for successful performance in most jobs.

1. Relate each standard to the current job duties as found on the job description. Carefully

review each major job duty and responsibility performed during the period being rated as it pertains to each work habit and standards.

2. If the supervisor would like to include feedback from peers, customers and/or colleagues, they should use Form A: Input from Peers/Colleagues/Customers for Contracted Classified.
3. Indicate the performance level for each factor with a rating of 3 to 1, using the definitions of performance standards below. Make comments regarding specific job performance (positive or needing improvement) in the box below each standard.
4. For a position requiring an extensive training program, consider the employee's relative length of service in making the assessment of past performance.
5. Ratings of "Needs Improvement" should be addressed in Section II with specific examples and concrete objectives for future performance.

### **Definitions of Appraisal Categories**

(3) **Exceeds Expectations** Performs with little or no supervision. Looks for ways to achieve excellence.

(2) **Meets Expectations** Performs consistently well with supervision. Completes assignments and tasks on time.

(1) **Needs Improvement** Requires much supervision. Inconsistent performance.

(NA) **Not Applicable or Observed**

- Section II – Job Strengths/Weaknesses and Goals

This section is provided for comments/explanations by the supervisor. Such comments should accurately describe the employee's strong and weak points. For example, this section may be used as positive reinforcement for the employee's strong points and to identify how weak points can be strengthened.

Indicate in what specific area(s) the employee could gain additional career growth or Professional Development and identify specific goals to be undertaken during the next evaluation period.

- Section III – Overall Assessment

The supervisor summarizes the overall assessment of the employee's performance by checking the appropriate box. If the supervisor's overall appraisal of an employee's performance is "Needs Improvement," a work improvement plan is required.