



City of Hampton Performance Management Process

I. The Beginning of the Performance Year:

The supervisor/manager prepares for the Planning and Review Meeting by:

- Communicating the City's strategic plan, the department's objectives and how the work group supports these objectives
- Formulating the employee's specific plan for responsibilities/goals and development

The employee participates in the process by:

- Understanding the supervisor/manager's explanation of the City's strategic plan, the department's objectives and how they relate to the work group
- Drafting his/her own plan for responsibilities/goals and development

II. The Planning and Review Meeting:

- The employee and his/her supervisor/manager should mutually agree on the employee's job responsibilities/goals and development plan (**Sections A and B**).
- The supervisor/manager documents the employee's job goals (typically for exempt/salaried employees) or job responsibilities (for nonexempt/hourly employees) in **Section A**.
- The supervisor/manager identifies development goals and documents this in **Section B, column 1**. In **Section B, column 2**, the supervisor/manager creates an action plan with timelines to address each area to be developed.

Areas listed in this section may include:

- Knowledge, skills, abilities or areas that will lead to new growth in job responsibilities or Performance Factors
- Knowledge, skills and abilities needing improvement or enhancement
- Performance Factors needing development

III. The Mid-Year Review:

- The supervisor/manager and employee discuss progress toward or changes to job responsibilities/goals and development plan. Job responsibilities/goals are documented in evaluative comments, **Section A**. Development plan is documented in **Section B, column 2**.
- These changes may come about because of new priorities being placed on the work group or the City of Hampton.

IV. The End of the Performance Year:

- The supervisor/manager evaluates responsibilities/goals and development plan for each employee (**Section A and Section B, column 3**).
- The supervisor/manager evaluates performance factors in **Section C** using **City of Hampton's Strategic Performance Factors and Role Profiles** document and evaluates Overall Performance Rating (**Section D**).
- The supervisor/manager refers to the **Performance Rating Instructions** to rate the Performance Management Form (**Sections: A, B, C, and D**).

Following the discussion of the results, the focus of the meeting should be setting new responsibilities/goals and developmental opportunities for the next performance year.

