

Performance Evaluation Program

Summary and Frequently Asked Questions (FAQs)

Leadership-Level

The performance evaluation process is instrumental in assessing an employee's work behaviors. It should encourage positive **performance** and be seen as a way to satisfy **employee** curiosity as to how well they are performing in their job. Lastly, it can also be used as a tool to **develop** your teammates.

What is new? The entire form has been changed to incorporate the following:

- 3-tiered rating system versus 5-point scale
- Targeted goals and timeline
- Coaching tool to support a development plan and timeline to have conversations about future behaviors

When will it start? This will be implemented starting 1/1/2023-2/28/2023: The new performance management program (PMP) is used to evaluate performance from 7/1/2021-12/31/2022 (18-month evaluation period). All employees will have a common review date and not based on their anniversary. You will use this information to build and/or strengthen a better partnership between you and your employees. The policies, toolkit and other forms will be on the website at the following location:

Where are the guidelines (Click links below)?

- [PAI 4.1 Policy](#)
- [Chapter 4](#)

Any Supervisor Resources?

- New evaluation tool
- Summary handout and FAQs
- Coaching tool
- Recording of leadership-level training class
- Optima EAP's Manage Toolkit – www.optimaeeap.com (Username: CityofHampton)



FAQs

1. Which employees are evaluated?

Answer: All permanent full-time (PFT), permanent part-time (PPT) and when actually employed (WAE) employees who have an average of 20 hours a week are evaluated. If you have employees working less than these hours, you can still utilize the coaching tool to track their performance.

2. Will all departments start this new process?

Answer: No, departments who have accreditation requirements will continue to use the existing form until their new forms are finalized.

3. Can employees submit additional information to include on the evaluation?

Answer: Yes, they have five working days from receipt of the evaluation to submit additional information to their Supervisor. Submission of their written response can become part of the employees' performance evaluation, but does not guarantee the rating will change.

4. What happens if the employee refuses to sign?

Answer: The employee's signature acknowledges receipt of the evaluation and not agreement of the rating. The Supervisor should get another Supervisor to witness and both will sign the evaluation acknowledging the employee's refusal to sign.

5. What happens if I already sent my evaluation into Human Resources (HR)?

Answer: Any forms submitted to HR with the exception of departments who have accreditation requirements, will be returned to the department.

6. I have all good employees. Do they need to be coached?

Answer: Yes, the coaching tool is for all employees to improve or reinforce good behaviors and challenge professional growth.

7. What should I do if I have an employee who transferred to me recently?

Answer: The previous Supervisor should close out any coaching plans and complete an interim performance evaluation. Then, you can establish new objectives in their new role as needed.

8. Are performance evaluations confidential?

Answer: Yes, the performance evaluations are part of your official personnel file in HR.

9. Are performance evaluations grievable?

Answer: Per our current grievance policy (Chapter 3, section 2), the measurement and assessment of work through performance evaluations shall not be grievable.