



**City of Hampton
PERSONNEL ADMINISTRATIVE INSTRUCTION**

DATE: August 10, 1999	CHAPTER: 4	PAI No. 1
REFERENCES: Section III	SUBJECT: Performance Evaluation Program	

I. General:

The completed original Performance Planning/Evaluation Form, to include all required comments, ratings, and signatures, shall be forwarded to the Department of Human Resources by the deadline determined by the City Manager. The completed Form shall be included in the employee's official record and maintained by the Department of Human Resources.

The Performance Planning/Evaluation Form and Coaching Tool and Log Sheet are included in this PAI.

The Performance Management Program Forms are to be completed electronically or in black or blue ink. To make corrections on any of the forms, line through the old information, insert the revised information, and initial. Do not erase or use white out or correction tape.

II. Process:


A. Beginning of the Performance Year:

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

1. Communicating the City's strategic plan, the department's objectives, values and behaviors, and how the employee's contributions support these objectives.
2. Formulating the employee's specific plan for responsibilities/goals and development.

The employee participates in the process by:

1. Understanding the manager/supervisor's explanation of the City's strategic plan, the department's objectives, values and behaviors and how those objectives relate to the employee.
2. Identifying a plan for responsibilities/goals and development.

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B. Planning and Review Meeting:

The employee and manager/supervisor should review the employee's job description and mutually agree on the key duties, mutually agree on three goals to focus on during the evaluation period and document that information on the Coaching Tool & Log Sheet. The manager/supervisor and employee will work together to create an action plan to address each development goal.

Areas listed in this section may include:


1. Knowledge, skills, abilities or areas that will lead to new growth in job responsibilities.
2. Knowledge, skills and abilities needing improvement or enhancement.

C. Throughout the Performance Period:

1. The manager/supervisor and employee discuss progress toward or changes to job responsibilities/goals and development goal and document those conversations on the Coaching Tool & Log Sheet.
2. These changes may come about due to a change in priorities, human, or fiscal resources impacting the employee and/or development goal.
3. The manager/supervisor should provide the employee an updated copy of the Coaching Tool & Log sheet after each conversation.


D. End of the Performance Year:

1. The manager/supervisor documents the key duties from the employee's job description on the Performance Planning/Evaluation Form (**Section I**).
2. The employee provides supporting evidence of results achieved and behaviors demonstrated (**Section II**).
3. The manager/supervisor evaluates the employee's performance components and demonstration of City Values and provides comments to support the ratings (**Section II**).
4. The manager/supervisor documents any corrective action taken during the performance year, if applicable. This includes written reprimands or greater (**Section III**).

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5. The manager/supervisor selects the appropriate overall rating. Manager/supervisor comments are required for an overall Exceeds Expectations or Did Not Meet Expectations rating and signs the Form.
6. The manager/supervisor submits the Performance Planning/Evaluation Form to their reviewing authority for signature *prior* to meeting with the employee.
7. The manager/supervisor schedules a meeting with the employee to present the Form, review their overall rating and obtain their signature. Employee comments are optional but encouraged.
8. Following the discussion of the overall rating, the focus of the meeting should be setting new responsibilities/goals and developmental opportunities for the next performance year.

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