

## **INSTRUCTIONS FOR MANAGEMENT PERSONNEL PLAN PERFORMANCE EVALUATION**

Every MPP employee shall have a performance evaluation conducted at six months and one year of employment and once a year thereafter. The performance evaluation shall include a performance planning and evaluation conference between the employee and the designated supervisor. This meeting should review the key areas of responsibility and accountability assigned to the manager/supervisor, evaluate accomplishments of the past year, establish performance expectations and responsibilities for the upcoming year, and assess the employee's overall performance. A review of the employee's job description, key areas of responsibility, special assignments, and formal delegations of authority should facilitate this process. The employee may be requested to submit a statement of specific accomplishments achieved in the preceding year or a self-evaluation. It is the supervisor's responsibility to complete the evaluation form, conduct an evaluation conference, and forward the form, via the relevant higher supervisory levels, to the appropriate Executive Committee member for review and signature. Subsequently, a copy of the completed evaluation form will be given to the employee. A copy will also be placed in the employee's official personnel file.

If an employee disagrees with the record of a performance evaluation, which has been placed in his/her personnel file, the employee may submit a rebuttal statement, which shall be attached to the record of the performance evaluation.

The MPP Performance Evaluation form is completed by the designated supervisor for each MPP employee. The following information is included on this form:

### **Section I**

There are fourteen (14) performance categories. Employees are given a rating of O (Outstanding), H (Highly Effective), S (Satisfactory/Effective), N (Needs improvement), U (Unsatisfactory) for each category. If a particular performance category does not apply to a particular employee indicate such by using N/A (not applicable). Narrative explaining the rating should be included for each performance category.

### **Section II**

This section requires a rating of the employee's overall performance and a narrative summary supporting that rating. The overall rating is one of the factors used in determining the MPP merit salary increases.

### **Section III**

The section allows for the setting of new goals and expectations for the next rating period. It is also the section where a performance improvement plan with goals and times frames would be outlined.

### **Section IV**

Employee comments regarding the performance evaluation are encouraged. This section could also be used by the employee for including a rebuttal to their evaluation.

### **Section V**

The signature portion of the evaluation must be completed before an evaluation is considered complete.

If you have any questions regarding this form or the management personnel plan performance evaluation process, please contact the Director of Human Resources (Ext. 3626) or your immediate supervisor or manager.