

Steps for Planning for the Appraisal Meeting

1. Review the [Department's Feedback Guide](#).
2. Compare performance with your expectations and any other performance measures you developed. Determine how results can be measured.
3. Review the employee's position description, current performance plan and any other documents addressing job responsibilities or items for which the employee is accountable.
4. Complete the appraisal form by carefully determining the rating for each critical result.
5. Prepare for the appraisal meeting. Know what you want to say and want to emphasize.
6. Be prepared to discuss work samples that support your conclusions.
7. Be clear about strengths and developmental needs of the employee.
8. Offer the employee the opportunity for a pre-appraisal meeting. This is the employee's opportunity to share any accomplishments with the supervisor.
9. Give the employee advance notice of the scheduled time and place of the appraisal meeting.
10. Evaluate your own performance. Are you contributing to your employee's good or bad performance?
11. Consider what training and development is needed. If appropriate, research available training opportunities and be ready to share them with the employee at this time.
12. Know if the employee is making a real contribution and if she/he is working to her/his potential.
13. If the employee has occupied more than one position for at least 90 days, an evaluation for each position must be part of the final appraisal record.
14. If the employee is receiving a rating of Level 1 (unacceptable) in any critical element, the final summary rating will be Level 1. The rating official should contact the Employee Relations office for further guidance.

15. An employee may request reconsideration of his or her rating by attempting to resolve the disagreement informally with the rating official. However, formal reconsideration requests must be processed under the appropriate negotiated grievance procedure, if applicable, or under the [Department's Administrative Order 202-771](#), titled Administrative Grievance Procedures within **15 days** of receipt of the final rating.
16. Obtain the employee's signature on the appraisal document at this meeting. If the employee declines to sign, the rating official must so note on the document.
17. Provide the employee *with a copy of the completed and signed appraisal*. Every employee must be given a signed copy of his/her performance appraisal after the appraisal meeting has occurred. The appraisal is not valid if it does not have the signature of the Rating Official (immediate supervisor) and Approving Official (the Rating Official's supervisor).
18. **Appraisals with Final Ratings must be completed by October 30.**
19. Final Summary Ratings must be recorded by the Rating Official using the [Performance Management Tracking Spreadsheet \(PMTS\)](#). Supervisor's should be prepared to submit the PMTS upon request for Accountability Audit purposes.