

PERFORMANCE EVALUATION PROCESS
MOST FREQUENTLY ASKED QUESTIONS (MFAQs)

1. What is the purpose of the performance evaluation process?
A: The purpose of the performance evaluation process is three-fold:
 1. To provide employees with feedback regarding their overall performance for a specific period of time;
 2. To allow for an opportunity for two-way dialogue between supervisor and employee; and
 3. To serve as the basis of work planning and work targets/goals.

2. Does the District send “reminders” so I know when a performance evaluation needs to be done for one of my subordinates?
A: Yes. Human Resources will send a Microsoft Outlook calendar invite to the supervisor of record to notify him/her of the employees whose performance evaluations are due as well as provide the necessary forms for completion of the performance evaluations.

3. When I complete a performance evaluation, who do I send it to and what format is acceptable?
A: When a performance evaluation is completed and signed by both the reporting manager AND certified by the reviewer, then the evaluation is to be returned to Human Resources at E107 in Conlan Hall on the Ocean Campus. Human Resources requires the hard copy with original signatures returned.

4. Do evaluations have to be done for temporary appointments and as-needed appointments?
A: Yes, performance evaluations have to be done for all temporary appointments and as-needed appointments.

5. How often do performance evaluations need to be done for employees?
A: Employees serving a probationary period shall receive a total of three (3) evaluations during the probationary period, with the intervals depending on the length of the probationary period. After such time, performance evaluations are conducted annually for all employees.

6. If I cannot get an evaluation completed by the expected due date, what should I do?
A: If you cannot complete an evaluation by the required due date, it is important that you notify Human Resources and provide them with a “complete by” date. This full communication process will avoid any misunderstandings.

7. If I receive a performance evaluation request for an employee whom I do not supervise, what should I do?
A: Do not ignore or discard the request. Please inform Human Resources that the employee does not work under your supervision. This will allow Human Resources to investigate who the proper reporting manager is and update their information for future reference, lending to greater efficiency of the process. If you know who the supervisor should be, you may complete the “Supervisor Change Request Form” on our [Human Resources’ Forms page](#) to help support the process.

8. What happens with the evaluation once it is completed and returned to Human Resources?
- A: The completed evaluation is placed in the employee's official employee personnel folder (OEPF) and becomes a historical record. In the event the employee becomes employed in another city department, the OEPF with all the evaluations and other personnel records transfer with the employee. Note that evaluations can also be used to award promotive points when the employee applies for city exams.
9. How do I address an evaluation for an employee who worked in my department for only a part of the review cycle?
- A: If you have an employee who only worked in your department for a part of the review cycle, you must still conduct the performance evaluation for the period of time that the employee was under your supervision. Therefore, an employee who worked in two different departments during a specific review cycle will have two performance evaluations, thus receiving a complete reporting of his/her performance for the specific period.