

Annual Performance Review Checklist

For Managers



Annual performance reviews are a key component of employee development. These required reviews are designed to provide feedback to the employee based on the supervisor's assessment of an employee's job performance (outcomes and behavior). The following checklist provides suggested steps in the review process.

Note: Six-month probationary period reviews are to be completed for all new hires (see Policy HR0135 Probationary Period).

At the Beginning of the Annual Performance Evaluation Period (Calendar Year):

- ☐ Make sure that the staff member understands how the evaluation process and rating system works.
- ☐ Define the duties and discuss required staff member contributions to goals and objectives.
- ☐ Provide the staff member with a copy of the Position Description (PD) and discuss performance expectations.

During the Evaluation Period:

- ☐ Observe employee performance.
- ☐ Maintain documentation of examples of staff member's good and bad performance.
- ☐ Provide continuous feedback on employee performance through occasional meetings during the year.
- ☐ Monitor progress toward established goals and objectives.

Before the Evaluation Session:

- ☐ Set appointment with the staff member several days in advance.
- ☐ Ask staff member to complete and return self-evaluation prior to the scheduled review.
- ☐ Review documentation and other notes related to staff member performance (self-evaluation, goals/objectives, performance issues, etc.).
- ☐ Prepare goals and objectives for the new review period.

During the Performance Review:

- ☐ Be professional, pleasant and informal.
- ☐ Involve employee and solicit employee comments—encourage discussion.
- ☐ Discuss goals and objectives for the next review period.
- ☐ Discuss job duties and performance expectations.
- ☐ Establish a clear understanding of competencies and rating values. Share specific overall ratings. (Reminder: Communication of the overall ratings should not be shared until the evaluation has been approved by department leadership).
- ☐ Agree on Performance Improvement Plan (PIP), if applicable (for a score of 9 or less, PIP required; score of 10-14, PIP encouraged).
- ☐ Make any necessary adjustments to the written performance review.
- ☐ Sign the performance evaluation and present to the employee for signature.
- ☐ Close on a positive note.

Following the Performance Review:

- ☐ Ensure that the PD accurately describes the employee's job duties. If an employee's PD needs to be updated, work with HR Compensation to ensure that all revisions are appropriately updated.
- ☐ Follow up to ensure that approved training/professional development is being pursued by the employee.
- ☐ Submit the signed performance evaluation to your immediate supervisor for signature.
- ☐ Provide a final signed copy of the evaluation to the employee.
- ☐ Send a final signed copy of the evaluation to HR's Office of Employee Relations for the employee's file.