

Document Details

- Review dates are correct
- The correct template was used (e.g., Annual vs. Modified Annual)

NOTE: Use this as a guideline to ensure each performance document contains valid, appropriate information.

Section 1 – Purpose of Organization & Position

- All agency-provided components are present (e.g., agency mission and/or vision, classification concept)

Section 2 – Statewide Competencies

- A Job Level is present
- Comments are present and help support the assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 3 – Agency Competencies

- The correct Agency Competencies are present, if applicable
- A Job Level is present for each competency
- Comments are present and help support each assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 4 – Classification Competencies

- The correct Classification Competencies are present
- A Job Level is present for each competency
- Comments are present and help support each assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 5 – Competency Summary

- Comments are present and help support the assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 6 – Goals & Performance Expectations

- An appropriate number of goals are present (e.g., three to five goals)
- Goals contain necessary information for achievement & follow a method appropriate for the work (e.g., SMART, cascading, project)
- Comments are present and help support each assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 7 – Goals & Performance Expectations Summary

- Comments are present and help support the assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 8 – Overall Performance Ratings Summary

- Comments are present and help support the assigned rating
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 9 – Additional Documentation Confirmation

- If a Career Development Plan was generated, the Plan document is present within the system
- If a Performance Improvement Plan was generated, the Plan document is present within the system

Section 11 – Manager Rater Comments Section

- Comments are present and help support the employee’s performance evaluation document
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Section 12 – Manager Reviewer Comments Section

- Comments are present and help support the employee’s performance evaluation document
- Appropriate language and wording are used within the comments
 - No references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No statements that seem biased

Attachments

- Attached support documentation helps support and substantiate the employee’s performance evaluation ratings and comments
- Attachments are of an appropriate nature
 - No medical documentation or references to perceived or real medical conditions
 - No references to discipline not related to performance
 - No profanity or inappropriate language
 - No information that seems biased