



Performance Assessment Instructions

Standards development for performance assessments is generated by the completion of assigned tasks that are outlined in an employee's job description. The assessment forms are formatted to qualify and/or quantify accomplished and unaccomplished tasks and duties as well as allow the employee to provide feedback of the assessment process.

Preliminary Steps

- The supervisor will review each employee's job description form to ensure it accurately reflects all assigned duties and tasks.
 - The supervisor may request input from or involvement of the employee for updates to the job description.
 - Upon completion of updating the job description form, the supervisor must review it with the employee, sign, date, and forward a copy to Human Resources for the employee's personnel file.
- The supervisor determines timing and outlines the process that will be followed in completing the assessment form.

Completing Performance Assessment Form

Part 1: Competency Assessment

The performance assessment form categorizes expectations (duties/tasks) into two categories: Competencies and Results.

- **Competencies** refer to the "how" of the job. Competencies are those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function.
- **Results** refer to the "what" of the job. Based on the primary areas of responsibility, what are the important outputs or outcomes during the performance period? These results should be stated in measurable or quantifiable terms.

In the Assessment Form Competency Guide, each competency includes a general definition and some samples of specific performance standards that could be used. In all cases, the performance standards should be tailored to the needs of the job and not phrased in general or generic statements.

If duties/tasks are added or removed during the assessment period, updated job descriptions should be processed and reviewed with the employee as soon as possible.

Part 2: Training and Development Needs/Opportunities

This section provides the employee with training and development goals necessary to improve or sustain successful job performance. Training and development opportunities for the present job and for career advancement should also be identified.

Part 3: Career Objectives (Optional)

This section is to be completed by the employee only, at his/her option. This is an opportunity for the employee to give the supervisor suggestions as to what other support the employee feels he/she needs to be successful.

Part 4: Employee Comments

This section is to be completed by the employee only. This is an opportunity for the employee to give feedback to the supervisor about the assessment process and its effectiveness.

Signatures:

The supervisor and employee sign the assessment form. The supervisor may retain a copy and a copy must be provided to the employee. The original form should be sent to the Human Resources office for placement in the employee's personnel file.

