

Fundamentals (5.c): Administrative Services Annual Performance Appraisals and Probationary Reports

Provide timely and useful staff performance appraisals.

Goal: Provide staff with highest quality feedback to support excellence in performance by ensuring managers and supervisors are trained to prepare thorough and complete annual performance appraisals and probation reports for their staff and that they are completed in a timely manner through the development of an automated tracking system.

Timeline:

April – Jun 2013:

- Finalize curricula, content, and scheduling for manager/supervisor training

July – September 2013:

- Disseminate an administrative directive concerning manager and supervisor responsibility for completing performance appraisals and probationary reports
- Develop and disseminate guidelines for completing performance appraisals
- Develop system requirements for an automated system to track performance appraisal due dates
- Develop schedule for providing training to managers and supervisors
- Roll out one manager/supervisor training course: Individual Development Plans, Performance Appraisals, and Probationary Reports
- Roll out one manager/supervisor training course: Documenting Job Performance Expectations
- Implement Learning Management System

October 2013 – March 2014

- Develop and implement an automated system for tracking completion of performance appraisals and probationary reports