

## **Instructions for Completing the PES Evaluation Form**

Supervisors of classified employees are required to complete an annual review of their employees' performance. The review period ended June 30, 2019. All classified employees, other than those employed on temporary Classified WAE appointments, employed on June 30, 2019 are required by Civil Service to have a completed evaluation. The original PES Evaluation Form is due in Human Resources by **Thursday, August 15, 2019.**

1. Use the original PES Planning document(s) completed for the 7/1/2018 – 6/30/2019 evaluation period, which should be on file in your office.
2. **Page 1:**
  - a. This was completed during the initial planning session.
3. **Page 3:**
  - a. Documentation/ Comments: Review the Work and Behavior Expectations you set for the employee during last year's Planning Session. Use this section to list comments about the employee's performance.
  - b. Comments are required for an "Exceptional" or "Needs Improvement/Unsuccessful" rating.
4. **Page 2:**
  - a. Overall Evaluation: Indicate the overall rating of your employee's performance for the previous year. You must include supporting comments when rating an employee 'Exceptional' or 'Needs Improvement/Unsuccessful'.
  - b. If the employee was new to campus and worked less than three calendar months within the Evaluation Period, they may be rated as "Not Evaluated", which is equivalent to a 'Successful' rating. Call your HR Partner to discuss 'Not Evaluated' ratings.
  - c. ALL dates in the Evaluation Session of the form must be on or before August 15, 2019. The Evaluation Session should be conducted on or before August 15, 2019.
  - d. Evaluation Session:
    - i. **Step #1** - The Evaluating Supervisor signs, enters his/her W number as the Personnel # and indicates the date the form was given to the Second Level Evaluator.
    - ii. **Step #2** - The Second Level Evaluator signs, enters his/her W number as the Personnel # and the date they review the evaluation form.
    - iii. **Step #3** - The Evaluating Supervisor meets with the employee to review the documentation, comments, and overall rating. The employee signs and dates the Evaluation Session.
    - iv. If the employee refuses to sign the form, have them read the Employee Statement and check the box preceding it.
    - v. If the employee refuses to sign the form, indicate if the employee was given, or mailed, a copy of the evaluation.
  - e. If the employee is on extended leave and will not be available to attend an Evaluation Session, send the original form to your HR Partner with a note indicating the employee is out on leave.
5. Make two copies of the entire signed document. Give one copy to the employee and keep the other copy for your files. Send the original to your HR Partner by Thursday, August 15, 2019.