

STATUS OF EMPLOYMENT
EVALUATION

DLA
(REGULATION)

EVALUATION GUIDE
FOR EMPLOYEES

All employees shall be evaluated by their immediate supervisor annually. All evaluations shall be completed by October 31 for the prior academic year (September 1 – August 31). The supervisor shall review the employee job description/classification and employee performance by reviewing employee assignments and accomplishments from that year.

1. The supervisor shall complete the evaluation form.
2. The supervisor shall meet with the employees to review and discuss the evaluation and prior goals set. The employee has the ability to make written comments in the performance evaluation document. Both the supervisor and the employee shall electronically sign the evaluation form. The employee's signature indicates receipt of the evaluation, not necessarily agreement with the contents. If there is a concern over the evaluation outcome, the immediate supervisor may then discuss the employee's evaluation with the second level supervisor. The employee will have electronic access to the evaluation once the process is complete. The supervisor shall forward the completed performance evaluation to Human Resources.
3. The electronically signed evaluation shall be archived in the People Admin Talent Management System.

STATEMENT OF RATING

The supervisor shall use the established rating system to indicate the employee's level of achievement. All scores of 1 shall require an Improvement Plan. All scores of 1 must be reviewed in accordance with the improvement plan timeline.

Definitions of rating numbers are as follows:

DEFINITION OF RATING
NUMBERS

1. 1 = Needs Improvement. Performance shows inconsistencies in achieving job objectives. Use concrete and specific examples of the problem (s) identified in the performance evaluation and the expected improvement result in the performance improvement plan.
2. 2 = Meets Performance Standards Required. Performance shows consistency in achieving job objectives. A rating of 2 indicates acceptable performance.
3. 3 = Exceeds Standards. Performance is consistently above standards. Identify and use concrete and specific examples of superior performance.

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OVERALL
EVALUATION
STATEMENT

An overall score less than 2 – (Meets Performance Standards Required) indicates problems which need to be corrected within the employee's work performance. Special goals shall be developed to measure improvements and indicate success achieved. This employee shall be evaluated within 60 days of the initial evaluation that identified the problems. If improvements are not satisfactory, the employee may be subject to disciplinary action up to and including termination.

ANNUAL IMPROVEMENT
OBJECTIVES OR
GOALS/DOCUMENTATION
OF PERFORMANCE

The supervisor and employee shall review and document goals completed by the employee in the past year. The supervisor and employee must set goals together for the next year.

SIGNATURES

The supervisor and employee shall electronically sign and date the evaluation form to indicate it has been reviewed. All completed evaluations shall be forwarded to and retained with the Human Resources Department in the People Admin Talent Management system.