



Division 11 Personnel Management

Chapter 09 – Follow-up Performance Appraisals

January 2009

POLICY

This General Order shall ensure that each employee's performance is evaluated on a regular basis during the employee's course of employment. Supervisors shall train, evaluate, and recommend actions necessary to improve the employee's performance. An employee who receives a rating of less than Satisfactory in any of the major task areas of their performance appraisal will receive a 90-day follow-up appraisal for each category that is so rated. Ninety-day follow-up appraisals will also be prepared for employees who have been promoted to a higher level position to ensure that they are performing their newly assigned duties in a satisfactory manner.

DEFINITIONS

N/A

PROCEDURES

1. General Provisions

At the time of an employee's annual performance appraisal, or 90 days following an employee's promotion to a higher level position, supervisors shall rate employees on each task area of their position description. Any task area of the employee's performance that receives a rating below Satisfactory is to be noted, and a 90-day follow-up appraisal for re-assessment of the employee for those areas will be required. Periodically during the 90-day period prior to the re-assessment, the supervisor shall confer with the employee to assess the employee's progress in meeting the performance standards. Assistance and recommendations for improvement may be

offered to the employee in improving their performance.

Upon completion of the 90-day follow-up appraisal, if the employee's performance has improved sufficiently to meet the applicable standards, a Performance Appraisal form shall be completed stating that the employee now meets Departmental standards (Attachment #1). On the other hand, if upon completion of the 90-day follow-up appraisal, the employee's performance still does not meet the applicable standards, a Performance Appraisal form shall be completed stating improvements made, if any, and that another follow-up appraisal will be conducted at the next 90-day interval (Attachment #2). Follow-up assessments will continue at 90-day intervals until the employee's performance meets established standards.

Each Performance Appraisal form completed shall be forwarded through the chain-of-command for appropriate signatures and to be placed in the employee's personnel file.

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1 - Performance Appraisal form

Attachment #2 - Follow-up appraisal

