

## Quick Start

### Performance Evaluation Requirement:

Supervisors are to conduct a Performance Evaluation with each permanent employee in the month of their service anniversary date. A note from your HR representative will be sent at least a month before the completed evaluation is due.

### Where to find the Performance Evaluation Form:

From the DHHS intranet homepage, click on “**Operations**”, and then click on “**Human Resources and Development.**” You will then select “**Performance Evaluation Process**” to find the icons for the **Performance Evaluation** Forms (Form), and other helpful handouts.

### Enabling the Calculations and Comment features of the Form:

The Form is an Excel spreadsheet. In order to have the functions operate properly enable the macros each time you open the Form. Only enter information in the blue shaded areas.

To enable the macros you need to look for the security warning banner located just above the top of the Form. It will say: **Security Warning – Some active content has been disabled.** Click on the “**Options**” box, select “**Enable this content**”, and click “**OK**”.

**It is CRITICAL that users do not delete or add lines or columns to the Form. Adding or deleting lines or columns will cause the automatic calculations to fail.**

### How to fill in the Performance Evaluation Form:

Once you have enabled the Macros, you can begin using the Form for an employee. You will be able to score Section III; Essential Job Duties and add comments. Double click in the blue shaded area to enable the cursor and then type your comments. If you have any trouble, click outside the form and then go back and double click in the blue shaded section again. Section III is the only Section scored on the Transition Performance Evaluation Form.

### What to discuss in the Performance Evaluation Meeting:

Supervisors will discuss Sections I and II of the Form and explain what each Value and Core Competency means by discussing the descriptors of each. The discussion can include what the employees rating would be based on what they have shown in the evaluation period. After the Performance Evaluation meeting the employee will be accountable to perform the Values and Core Competencies.

Supervisors will then discuss Section III, the Essential Duties, of the employee’s position and score each. If comments are written by the supervisor, have the employee review them to make sure there is clear understanding. Review the last page with the overall rating and, if utilized, the Employee Development Plan.

### What to do with the completed Form:

After the meeting, a copy of the completed and signed Performance Evaluation and Employee Development Plan forms are given to the employee and the original is sent to the employee’s personnel file.