



Revenue Bureau Annual Performance Evaluations

- Why it's a good idea
- How it gets done
- What the form looks like
- When do we start?

Why?

Why do performance evaluations?

- Enhances dialogue and understanding
- Supports development of employees
- Supports continuous quality improvement
- Recognizes a job well done
- Identifies areas for training and improvement



How it gets done

Step 1: The employee completes the *Self-Evaluation* and *Expectations of Supervisor* sections, then e-mails the form to the supervisor.



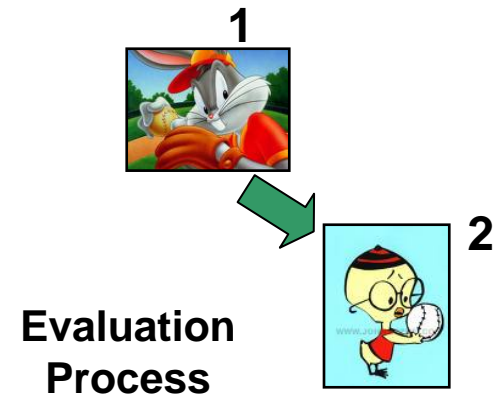
(employee)

How it gets done

Step 2: The supervisor completes all other portions of the evaluation, then sends the form to the manager for review.



(supervisor)

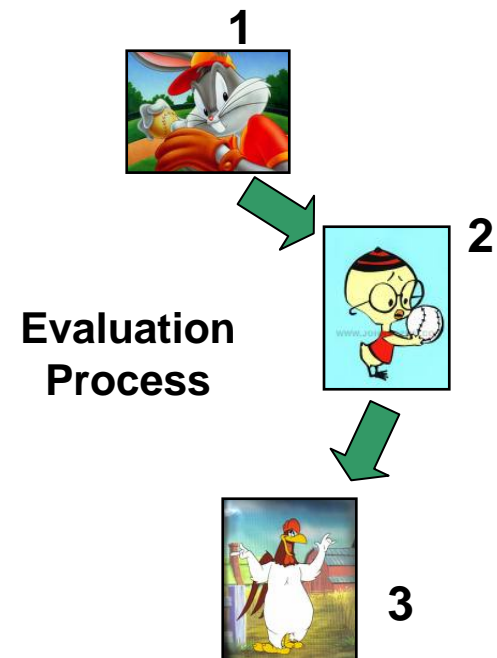


How it gets done

Step 3: The manager reviews the supervisor's draft and ensures content is appropriate, then sends it back to the supervisor.



(manager)

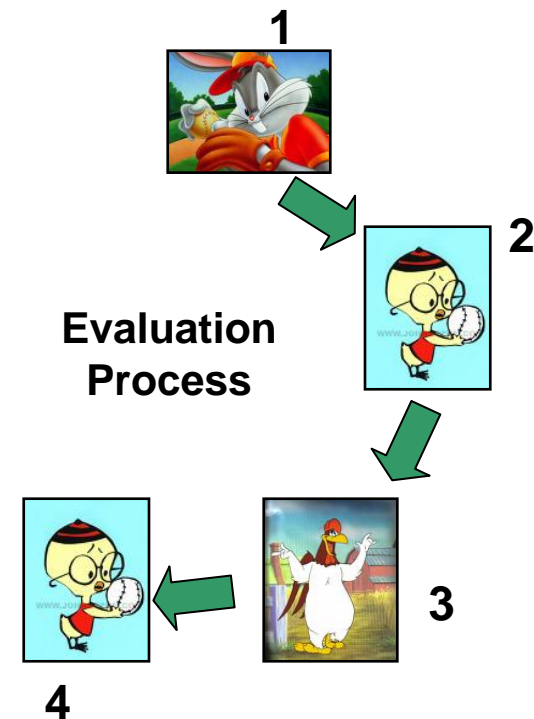


How it gets done

Step 4: The supervisor gets the approved draft back from the manager, makes any final adjustments needed, then e-mails it to the employee.



(supervisor)

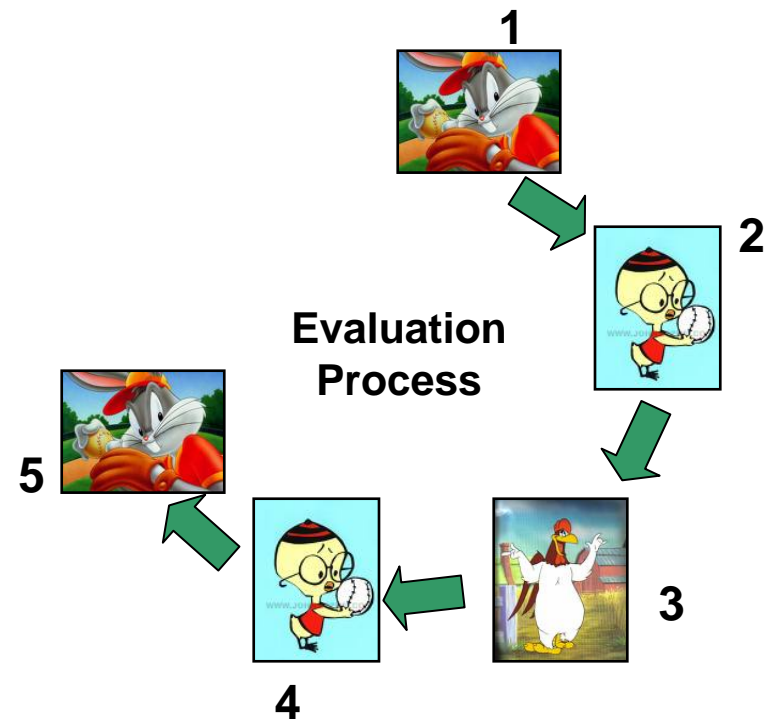


How it gets done

Step 5: The employee reviews the draft evaluation and notes any areas of comment or concern.

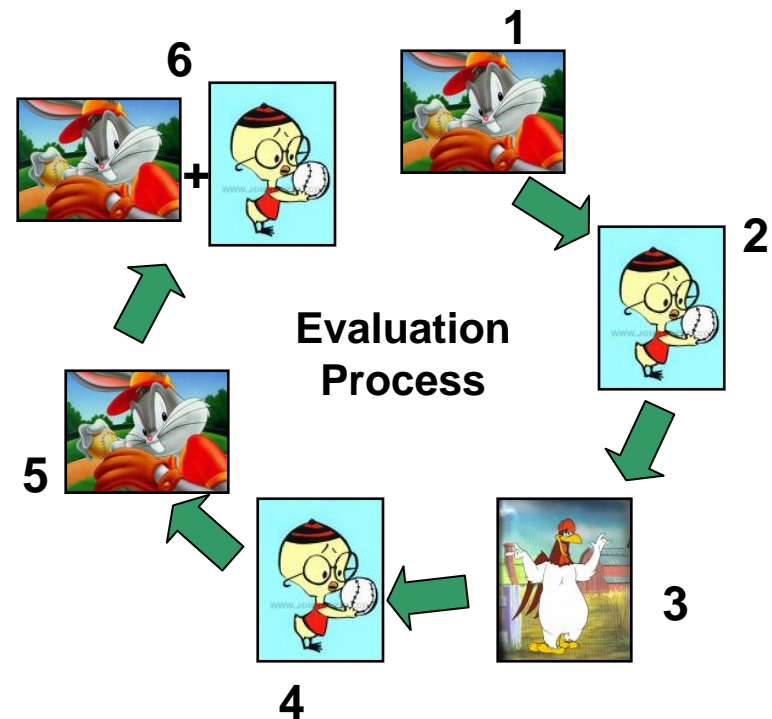


(employee)



How it gets done

Step 6: The employee and supervisor meet to make agreed upon changes, discuss and finalize the evaluation with signatures.



How it gets done

That's all folks!



“Now wait, I say, now wait a minute there sister!”

Let's look at the form...