

DHRM Classified and P-14 Performance Evaluation Due Dates

Rating Period (October 25, 2019 – October 24, 2020)

Target Audience: Classified Staff, P-14 Staff, Supervisors, Managers, VPs

Employee Completes Self-Evaluations

Due to Supervisor by 10/9/20

Each employee must be afforded an opportunity to provide the supervisor with a self-assessment of his or her job performance for the rating period.

- Be objective and use appropriate language
- Highlight the highlights of your job performance
- Identify areas of opportunity and include a development plan
- Review current EWP in preparation for discussion on updates in November

Supervisor Complete Performance Evaluations

Due to Reviewer by 10/23/20

An employee's immediate supervisor is required to complete a formal evaluation each of their Classified and P-14 employees based on their job performance during the rating period.

- Evaluate performance in core responsibilities, special assignments, and agency objectives.
- Review year-end learning results, if applicable.
- Be direct, factual, detail-oriented, quantitative, qualitative, and balanced – no surprises

Reviewer Approve & Sign Performance Evaluations

Due to Supervisor by 11/06/20

The reviewer must review the performance evaluation and performance plan before it is presented to the employee. The reviewer should discuss any questions or concerns with the immediate supervisor.

- Meet with immediate supervisor to discuss evaluation(s) and plan for delivery
- Sign performance evaluation for finalization and give to immediate supervisor

Supervisors Conduct Performance Conversations

Due to Employee by 11/20/20

Immediate supervisor sets aside time to meet with employee to review past performance, and discuss future plans, and update EWP.

- Discuss assessment of core responsibilities, special projects, employee development
- Provide employee with finalized copy of performance evaluation
- Discussion updates to EWP, special assignment, and development for the next year.
- Return a finalized copy of performance evaluation to Human Resources

Submit Finalized Evaluations

Due to HR 12/04/20

Return final documents to Human Resources to ensure that all employee personnel files and HR records are updated. Final documents must be signed and dated by supervisor, reviewer, and employee. Employee should be given a copy of their performance evaluation for their personal records.

This document summarizes the DHRM Policy 1.40 – Performance Planning and Evaluation. Full details and specifics can be found at <http://www.dhrm.virginia.gov/hrpolicies>. Due dates are not flexible. Supervisors and employees are expected to plan accordingly.

DHRM Classified and P-14 Performance Evaluation Due Dates

Rating Period (October 25, 2019 – October 24, 2020)

The Virginia Department of Human Resource Management Policy 1.40 – Performance Planning and Evaluation policy provides for the establishment and communication of employees performance plans and procedures for evaluating employees' performance. Employees are evaluated against core responsibilities, special assignments and agency/departmental objectives.

Classified Performance Evaluation

Core Responsibilities – Ratings and results of job responsibilities that are primary and essential to the type of work performed by an employee and remained relatively consistent during the performance cycle.

Special Assignments – Ratings earned and results achieved on special assignments considered brief in nature and typically given during the rating period.

Agency/Departmental Objectives – Ratings earned and results achieved on objectives defined as strategic business goals set by the agency or division/department given during the ratings period.

Other Significant Results – Open-ended review of accomplishments not detailed in the EWP.

Employee Development Results – Year-end learning accomplishments.

Overall Rating Earned – Rating of performance that collectively considers rating of core responsibilities, special assignments, and agency/departmental objectives.

P-14 Performance Evaluation

Comments on Overall Progress – Summary of progress toward meeting performance plan and job responsibilities in EWP during the performance cycle.

***Overall Results Review** – Rating of performance that collectively considers rating of core responsibilities, special assignments, and agency/departmental objectives. Only "Contributor" or "Below Contributor".

Employee Development Plan – Identification of personal learning goals and learning steps for the upcoming performance cycle.

Summary Ratings

***Contributor**

Consistently delivers results or work that is characterized by meeting job functions and fully meeting performance measures.

***Below Contributor**

Consistently delivers results or work that is characterized by not meeting job functions and not fully meeting performance measures.

- Must have received Notice of Improvement Needed w/ Individual Development Plan for 30 to 180 days or a Written Notice

Extraordinary Contributor

Consistently delivers results or work that is characterized by exemplary accomplishments throughout the rating period; functions and fully meeting performance measures.

- Overall EC must have received at least one documented Acknowledgement of Extraordinary Contributor.
- Should be followed with an awards nomination.