

Employee Performance Evaluation Checklist

1. Begin the performance review with an updated PDQ.
2. Setting realistic goals based on the performance standard.
3. Attend quarterly meetings with supervisor to discuss their performance review progress.
4. Write up a performance review summary; the employee should have participated in the discussion of the evaluation based on the review summary form.
5. The employee should sign the evaluation last. No further changes can be made at this time.
6. The employee's signature states that they have participated in the discussion of their performance review. The employee's signature at this point does not indicate agreement or disagreement.
7. All employees have the right to appeal their performance review rating.
8. If the supervisor resigns they should complete a performance review for the calendar year on each employee they're supervising.

Performance Review Committee

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