

# Performance Management Checklist For Supervisors

- I have conducted a planning session with each of my employees by the date specified in my department's performance pay program and this has resulted in a performance plan for each of my employees.
- I have also done a planning session and created a performance plan for any new employee hired during the course of a performance cycle. This has been done according to the timeline specified in my department's program.
- I have incorporated the State's uniform core competencies—communication, interpersonal skills, customer service, accountability and job knowledge—into each employee's performance plan and final rating.
- I have also aligned performance plans with my department's goals and objectives.
- I have effectively communicated the department's performance management component to my employees and can explain all the aspects of my department's performance pay program.
- I have attended the mandatory training in performance management and kept records that show I have completed this training. I will continue to attend additional management and skill-building training.
- I have provided coaching and feedback during the performance cycle, including at least one documented progress review.
- I have proactively communicated with all my employees throughout the performance cycle so there are no surprises.
- I have evaluated in writing each employee based on his/her job performance prior to their department's deadline.
- I have completed an interim rating for all employees who have changed assignment, position, appointing authority or department during the performance cycle.
- I have rated my employees based on four levels—unsatisfactory, satisfactory, above standard and outstanding, and I understand that the outstanding rating must be difficult to achieve because it represents consistently exceptional performance or consistent achievement beyond the regular assignment.
- I **HAVE NOT** used quotas in determining individual ratings.
- I have created a performance improvement plan or taken a corrective action for the employees given an unsatisfactory rating.
- I have given my evaluations to an independent reviewer.
- I understand failure to provide plans and evaluations within established timelines must result in a corrective action and my ineligibility for a performance reward, and that failure to complete evaluations within 30 days of the corrective action will result in further sanctions.

# Performance Pay System

What are my responsibilities?



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