

INSTRUCTIONS FOR COMPLETION OF EXEMPT STAFF EVALUATION FORM

BEGINNING OF RATING PERIOD

1. Develop measurable objectives and assign impacts. (Note: *Employee involvement is encouraged during the development of measurable objective and assignment of relative impact.*)
2. Transfer overall impact total from “Goal Attainment” sheet to the space provided for “Goal Attainment” in the “Relative Impact” column on the front of evaluation form.
3. Assign relative impacts to remaining rating factors on front sheet. (Note: *There is a lower limit of 5 on the relative impact factor weights.*)
4. Add relative impact figures to be certain they total to 100.
5. Review with employee.

DURING THE RATING PERIOD:

Supervisors are encouraged to monitor the employee’s progress during the attainment of goals and to adjust deadlines and/or other measurements as needed due to finding elements to be unrealistic or due to shifting/conflicting priorities.

END OF RATING PERIOD:

1. Complete the evaluation form and get approval from Reviewing Authorities, as appropriate.
2. Meet with the Exempt Employee to discuss their ratings and establish goals for the upcoming year.
3. On the pay action form (*see note below*):
 - a. Fill in the merit increase percentage, if applicable.
 - b. In the Comments section of the Pay Action form, state a summary, such as: “*Annual review. Overall rating is _____.*”
 - c. Submit the Pay Action form to Personnel via normal channels. (For Exempt employees, the pay action (specified below) is the only evaluation document that must be submitted to Personnel.)

Note: The actual forms and examples (as well as these instructions) are located under the “Forms” section of this website. The form for **actual input of the ratings** may be ordered from the Print Shop and are titled “BCC EXEMPT PERFORMANCE APPRAISAL FORM.”