

Performance Appraisal

An Employee's Guide



Unified Personnel System
Pinellas County Government

*Employee Relations Division
Personnel Department*

Internet - <http://www.co.pinellas.fl.us/persnl/emp-relations/emp-relations.htm>

Intranet - <http://ups.co.pinellas.fl.us/emp-relations/emp-relations.htm>

727-464-3506

PERFORMANCE APPRAISAL

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So what *is* the purpose of the performance appraisal meeting?

By design, it lets employees know what they are expected to do in relation to goals and objectives, how well they are doing, and what changes in their work behavior may be desirable.

If all participants in the appraisal meeting are prepared, there should be “no surprises” during the discussion.

The Performance Appraisal meeting should be two-way communication. It should re-state and summarize “performance reviews” the supervisor has been conducting informally throughout the rating period.

As an employee you have some basic legitimate needs:

- A need to know the supervisor's and department's expectations.

“What am I supposed to do in my job?”

“How well am I doing in my job?”

- A need for specific feedback with respect to performance.

“What are the expectations for satisfactory performance?”

- A need to be recognized and rewarded for productive behavior, as in a merit salary increase.

Did you know that you, as the employee, are responsible for participating in the interview meeting? The following are areas you are responsible for:

- Understanding your job duties and responsibilities and assisting your supervisor in maintaining the accuracy and completeness of your position description.
- Discussing with your supervisor any suggested changes or additions to performance expectations, key responsibilities on which you are evaluated, and relative impact values.
- Preparing for the official meeting by determining:
 - a) Areas of positive performance and areas of concern
 - b) Ways to improve and problems which hinder your performance
 - c) How well your performance expectations have been accomplished.
- Completing those portions of any appraisal documentation which require your signature, initials, or written comments.

As a Pinellas County employee, you will be rated on a minimum of ten (10) factors. At least eight (8) of these factors will be assigned a weight, signifying its relative importance. Your performance will be rated in comparison to the level of performance required to meet all responsibilities for your position during the rating period. Rating periods generally last one year.

Ask your supervisor to explain to you what the following rating factors and levels of performance mean for your position. You also need to know how the “Relative Impact Scale” contributes to your performance rating. Your overall performance rating will influence your annual merit salary increase.

Rating Factors

- Quantity of work
- Quality of Work
- Job Knowledge
- Dependability
- Communication and interaction skills
- Judgement
- Initiative
- Attendance
- Safety
- Appearance
- Optional (may or may not be used)

*For supervisors only:*Supervisory task skills

- Supervisory leadership skills

Levels of Performance

4 points	excellent
3 points	very good
2 points	good
1 point	needs attention
0 points	unsatisfactory

SOME GENERAL POLICIES

- The same performance appraisal system will apply uniformly for all Classified employees within the Unified Personnel System.
- All regular status employees must be officially appraised at least annually.
- Since the overall evaluation is a computation of the relative impact of the factors and the levels of performance, it is reasonable to use values between the numerical levels (such as 1.5, 2.5 or 3.5). However, levels of midpoint performance other than half numbers (.5) will not be used.
- A rating of “Unsatisfactory” in any factor will lead to an overall rating of “Unsatisfactory” (regardless of total points) and result in a denial, reduction, or delay of a merit salary increase.
- A rating of “Needs Attention” in any factor will be calculated into the total amount of points the employee receives on the Appraisal, as is the case with all other factors rated above “Unsatisfactory.” In such cases, in spite of the “Needs Attention” rating, the employee’s overall rating score will determine the amount of the merit increase.
- A Classified employee (whether probationary or permanent) has ten (10) working days, from the date of signing his/her performance review, to grieve his/her rating in accordance with the procedures provided in Personnel Rule XX, “Adjustment of Employee Grievance.”

Remember: make notes and keep a log of your achievements during the year and copies of any letters of appreciation.

The appraisal of employee performance is a process which is intended to be responsive to both the needs of the employee and the supervisor.

Your supervisor should *give you 3 working day's advance notice* of the appraisal meeting. This period is intended to allow you to prepare for the interview. The following questions are provided to assist you in preparing for the meeting:

✓ **My Performance Appraisal Checklist**

- 1) How do my abilities match my job?
- 2) Where do I want to go from here?
- 3) What are my goals? Does my present job provide opportunities to reach my goal?
- 4) What would increase my enjoyment of my work?
- 5) Did I accomplish as much as I could have last year?
- 6) What could be done to increase my accomplishments on the job?
- 7) What training would I like to receive? (new skills)
- 8) Other thoughts and comments for my supervisor:



Performance Appraisal Appointment:

Date:_____

Time:_____

Place:_____

Notes:

All material is taken from:
Pinellas County Unified Personnel System
A Manual for Raters & Reviewing Authorities
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