



Performance Evaluation System (PES)



Significant Changes

Focused evaluation date
(Fiscal year based vs. anniversary date based)



What Happens Next?

- 2012
 - Business as usual
 - Transition document satisfies requirements for 7/1/12
- 2013
 - Supervisors have 90 days (July 1-Sept. 30) to:
 - conduct evaluations for the 7/1/12 – 6/30/12 performance year
 - plan for the next performance year (7/1/13 – 6/30/14)
 - Both of these actions can be addressed on the new PES form



Significant Changes

- Planning sessions *shall be* conducted during the first 3 months following:
 - the appointment of a new employee;
 - the permanent movement of an employee into a position having a different position number with significantly different duties;
 - the beginning of the new performance evaluation year



Significant Changes

- New ratings (no points or weights)
 - Exceptional
 - Successful
 - Needs Improvement / Unsuccessful
 - Not evaluated
 - Unrated (Avoid Act 477 violations!)
- Mandatory second level evaluator
- Bank of Expectations

Employee Information

Dept/Office/Section/Unit: _____	Employee Personnel #: _____
Employee Name: _____	Performance Year: _____
Employee Title: _____	Evaluation Period: _____

Overall Evaluation:	<input type="checkbox"/> Exceptional	<input type="checkbox"/> Successful	<input type="checkbox"/> Needs Improvement/Unsuccessful
<input type="checkbox"/> Not Evaluated	<input type="checkbox"/> Unrated - If Unrated, select sub-category:	<input type="checkbox"/> Never Rendered	<input type="checkbox"/> Untimely <input type="checkbox"/> Violation of Chapter 10

Planning Session	Evaluation Session
Date the Planning Session was Conducted: _____	Date the Evaluation Session was Conducted: _____
Second Level Evaluator Signature: _____	Delivery: <input type="radio"/> Hand <input type="radio"/> Mail
Personnel #: _____ Date: _____	Second Level Evaluator Signature: _____
Evaluating Supervisor Signature: _____	Personnel #: _____ Date: _____
Personnel #: _____ Date: _____	Evaluating Supervisor Signature: _____
Employee Signature: _____ Date: _____	Personnel #: _____ Date: _____
Interim Discussions (optional)	Employee Signature: _____
Date: _____ Employee/Supv Initials: _____	Employee Statement: <input type="checkbox"/> I have received a copy of the evaluation and understand that failure to sign will not prohibit the evaluation from becoming official for the performance year.
Date: _____ Employee/Supv Initials: _____	

Human Resources Office Use Only

Date Planning Received in Human Resources: _____	Human Resources Staff Initial: _____
Date Evaluation Received in Human Resources: _____	Human Resources Staff Initial: _____

Agency Mission / Goals / Standards:

Department Mission / Goals:

Work and Behavior (at least one each):

[Bank of Expectations](#)

Documentation / Comments (attach supporting documentation):



PES Resources

- Human Resource Management
- Online training via Civil Service website
 - Available through LEO
 - PES Supervisor: *Mandatory* Web-based training program
 - Launched May 2012 with an expected completion date of December 31, 2012



Questions?