

**Manual Process for
Performance Evaluations Due
July 1, 2020 – December 31, 2020**

1. **Evaluations Due List:** Human Resources (HR) has developed a list of evaluations due through December 31, 2020. The list is available on the HR Forms webpage. [Click Here](#) to visit the page. It will be updated following each payday, please regularly check the list for any evaluations you are responsible for completing.

HINT: Since you will not be receiving electronic prompts for due and overdue reviews, we recommend you place tasks or reminders on your Outlook Calendars now for reviews due between July and December. It will continue to be your responsibility to submit reviews to HR in a timely manner.

2. **Evaluation Forms:** A library of the performance evaluation forms is located on the HR Forms webpage. [Click Here](#) to visit the page. Scroll about halfway down the page to find the forms.

3. **Process:**

- a. **Prepare Evaluation:** Download the appropriate evaluation form for the employee you are evaluating. Unfortunately, employees are not able to add their comments to the temporary forms at this time. Notify the employee to develop their own document (Word is fine) regarding their prior year's goals and accomplishments, suggested goals for the upcoming year, and whether they agree their job description is accurate or have recommended revisions to be considered.

HINT: You may need to provide a copy of their previous evaluation and job description for them to be able to complete their pre-review input documentation. Current job descriptions can be found [here](#).

Write the performance evaluation and include appropriate supporting documentation.

- b. **Calculate Score:** After writing the evaluation, you will need to manually calculate the overall score. HR has created a Word document with multiple examples for the calculation. [Click Here](#) to visit the forms page. If you need assistance after reading the calculation document, contact HR (ext. 2090) for further assistance. If, as a supervisor, you desire additional levels of review within your division that will be up to you outside of the next level supervisor; however, those will not be required by HR. If you have chosen to have additional levels of approval, collect the additional approvals before completing the next step. Electronic digital (acrobat) and typed in signatures are permitted.

- c. **Obtain next level supervisor approval and signature:** Once the evaluation is written and the score calculated, send the evaluation to the next level supervisor for their approval and electronic signature (acrobat) prior to meeting with the employee to discuss their performance. The signature of the next level supervisor would be this supervisor's approval of the evaluation, as well as, showing they had reviewed the document. HR will **NOT** send evaluations back to obtain the next level reviewer's signature if the evaluation is received without this signature/approval.

HINT: Establish a deadline for the next level supervisor to have the signed evaluation back to you. Having this deadline will allow you to complete the review process in a timely manner.

- d. **Meet with Employee:** Schedule a meeting with the employee to discuss their performance review. During the meeting you may add/change information in the performance review if applicable. NOTE: If you change a rating level you will need to recalculate the Score. Provide a copy of the review to the employee. This will allow the employee to review the evaluation in detail and provide comments to the supervisor regarding the review. The employee may add their comments to the review document, sign the evaluation and return to you.

HINT: Establish a deadline for the employee to have the signed evaluation back to you. Having this deadline will allow you to complete the review process in a timely manner.

- e. **Send Completed Evaluation:** Email the completed evaluation and the employee's document (with signatures) to Human.Resources@flagstaffaz.gov. Retain an electronic version of the fully executed evaluation for your future reference and make sure to offer the employee a final copy (preferably electronic) if changes were made as well. Once HR receives and reviews the evaluation it will be placed into the employee's electronic personnel (201) file.