

EVALUATING SUPERVISOR INSTRUCTIONS

These instructions will help you navigate the sections of the evaluation form; they follow each section of the form in order. All sections of the form are required.

Provide an overall evaluation summary for the review period:

- Provide a synopsis of the employee's performance during the review period (1/1/2014-12/31/2014).

Part 1: Instructions for Completing Duties and Responsibilities

- Review your direct report's position description by logging into PeopleAdmin 7. Click on the link embedded in the evaluation form for instructions on accessing position descriptions.
- Confirm the percentages are correct and provide a rating.

Part 2: Significant Accomplishments

- Highlight any major accomplishments your direct report may have completed during the review period (1/1/2014-12/31/2014).

Part 3: Performance Factors (Strengths & Opportunities for Improvement)

- For each competency, select a rating. Should you choose Exceeds Expectations, Needs Improvement or Unacceptable, you must provide a comment in support of your rating.
- VII. Supervisory Skills: Only needs to be completed for those that supervisor someone else.

Part 4: Performance Plan

- Past Goals: Review your direct report's accomplishments and provide further information if needed.
- Establishing New Goals: Review the goals entered by your direct report (must have at least one) and enter any other goals you may have for them for the upcoming year. A weight need not be provided unless so desired.
- Ames Lab Required Training: Review the training reports for each employee under documents in the My Employees tab on your Halogen homepage. Should there be any incomplete courses, please list them in the box provided.
- Development Plan: List any professional development or leadership opportunities available for your direct report. As you do this, keep in mind opportunities that could prepare staff for future leadership opportunities and management roles.
- Employee Comments: Optional to respond.
- Overall Evaluation Rating: Select a rating.