SAMPLE EMAIL FROM EVALUATING SUPERVISOR TO DIRECT REPORT

Below is an example of text to help you communicate to your direct report regarding the 2015 Performance Appraisal Process. Feel free to use or edit as you see fit. All sections of the evaluation form are required. However, if you have additional specific instructions for your direct report, it is recommended you send them before the start of the annual process.

Dear Direct Report,

The 2015 Performance Appraisal Process for calendar year 2014 will kick off Wednesday, February 11th. The first task in the appraisal process is for you to complete your self-appraisal. Although all areas of the evaluation form are required for completion, I wanted to provide you with specific instructions relating to particular sections of the form. Please complete these tasks by logging into Halogen eAppraisal; your self-appraisal is due Friday, February 20th.

Getting Started (before you actually begin your self-appraisal)

- Review Your Previous Goals - From the Halogen eAppraisal Home page, click on the My Performance tab and then Goals to review and update your goals.

- Review Your CyberTrain Report – From the Halogen eAppraisal Home page, click on the My Performance tab, then Documents and 2014 Training. If you have any courses pending, you need to complete them as soon as possible.

- Significant Accomplishments – Please attach a list of significant accomplishments for 2014. From the Home page, click on My Performance and then click on Documents. Click Add to attach your document.

Completing Your Self-Appraisal

- Position Description (PD) - You will need to log into PeopleAdmin 7 to view your current PD. Use the link embedded in the evaluation form (right above the Duties and Responsibilities heading) for instructions on accessing your current PD. While you have your PD open, cut and paste your essential Duties and Responsibilities into the corresponding section in the evaluation form and rate yourself for each duty entered.

- New Goals – You are expected to provide 1 to 4 goals for 2015.

Please let me know if you have any questions. I will be scheduling a time for us to meet to discuss your evaluation.

Sincerely,
Your Supervisor