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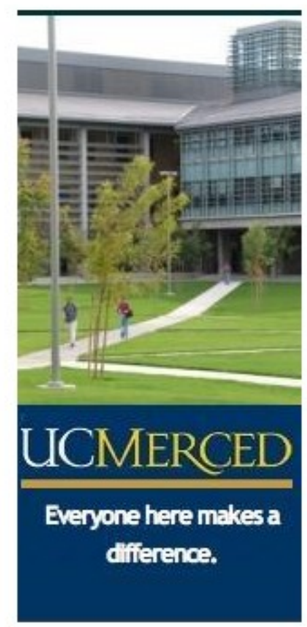
Performance Appraisal

Remember that the performance appraisal summarizes the employee's contributions over the entire appraisal period (usually one year). It is not a step in the disciplinary process. It may occur as often as the manager believes is necessary to acknowledge the employee for accomplishments and to plan together for improved performance. Performance appraisal is a process of summarizing, assessing and developing the work performance of an employee. In order to be effective and constructive, the performance manager should make every effort to obtain as much objective information about the employee's performance as possible.

Guidelines
Performance Evaluation Matrix by Policy and Bargaining Unit

Performance Appraisal- Option One -Self Evaluation
Performance Appraisal- Option Two -Self Evaluation
Performance Appraisal- Option Three -Self Evaluation

Performance Appraisal- Option One
Performance Appraisal- Option Two
Performance Appraisal- Option Three