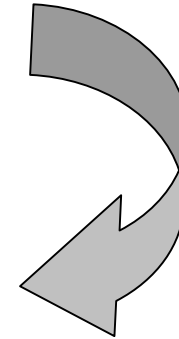
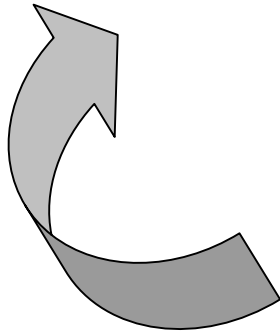


The Performance Planning & Evaluation Process

Performance Planning Meeting

- Review Position Description (MS-22)
- Create PEP Form for New Cycle
- Discuss Essential Job Functions
- Discuss Performance Standards
- Discuss Behavior Elements



End-Cycle Performance Evaluation

- Discuss employee Self-Assessment
- Discuss ratings for position & behavior
- Discuss overall end-of-cycle rating
- Discuss tasks & recommendations
- Create Performance Improvement Plan*
- Proceed with Disciplinary Action*
- Obtain Signatures

*= if necessary

Mid-Cycle Performance Evaluation

- Discuss employee Self-Assessment
- Discuss ratings for position & behavior
- Discuss overall end-of-cycle rating
- Discuss tasks & recommendations
- Create Performance Improvement Plan*
- Obtain Signatures

*= if necessary

