

EMPLOYEE REVIEW SYSTEM

EMPLOYEE NAME (Last, First, MI) SOCIAL SECURITY NUMBER/EMPLOYEE ID AGENCY NAME AND NUMBER CLASS TITLE AND CODE POSITION NUMBER EMPLOYEE SIGNATURE/DATE SUPERVISOR SIGNATURE/DATE REVIEWER SIGNATURE/DATE	REVIEW PERIOD From: _____ To: _____ No. of Feedback Sessions: _____ REVIEW TYPE <div style="margin-left: 20px;"> <input type="checkbox"/> Probationary <input type="checkbox"/> Recommended permanent status <input type="checkbox"/> Extend probationary status <input type="checkbox"/> Not recommended for permanent status <input type="checkbox"/> Annual <input type="checkbox"/> Special </div> OVERALL RATING <div style="margin-left: 20px;"> <input type="checkbox"/> Exceptional <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory </div>
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REVIEW SYSTEM INSTRUCTIONS

PURPOSE

The Employee Review System is a process to review the effectiveness of employees and ensure their performance is consistent with basic principles and practices identified in the performance feedback components of the Employee Review System. The review system has been designed to be an interactive and ongoing communication process between supervisors and employees.

OVERVIEW

The review system includes two components for reviewing performance: Priority Outcomes Expected and Performance Feedback. These components should be used in conjunction with each other rather than as stand alone documents. For example, when recommending actions on Priority Outcomes Expected, the Performance Feedback component can be used to focus on demonstrated strengths or to identify areas that need improvement. When used in this way, the components facilitate discussion and feedback between the supervisor and the employee and can be used as a performance review and counseling tool.

A review is required at least annually and prior to the end of a probationary period. However, it is recommended that the Employee Review System be used quarterly or as needed to provide feedback to the employee. Supervisors should initial and date the inside back cover of this form at each feedback session.

An Overall Rating must be assigned upon completion of a required review or a special review. Each time a rating is assigned, the completed review form must be signed by the employee, supervisor and reviewer. The original review form must be forwarded to the agency personnel office for filing in the employee's official personnel file. The supervisor and employee should retain a copy of the entire review form.

The employee and supervisor will start a new form at the beginning of the next review period. For Priority Outcomes Expected that continue beyond the end of a review period, the relevant pages may be photocopied and new "Progress Notes, Recommended Action and Results" may be continued on the photocopied page. Alternatively, a new page may be started at the beginning of the new review period using the photocopies for historical reference.

COMPONENT INSTRUCTIONS

PRIORITY OUTCOMES EXPECTED

The Priority Outcomes Expected component focuses on the vital few programs, projects and processes that require special attention during the review period.

At the beginning of each new review period, the supervisor and the employee will negotiate and identify Priority Outcomes that are expected for the upcoming review period. Use as many sheets as needed to identify Priority Outcomes. Additional Priority Outcomes may be added at any time during the review period. An outcome should be written in such a way that both parties understand its meaning and will know whether the outcome has been achieved. Normally, the focus should be on desired results. However, when important, process should also be noted. It may be useful to specify completion dates. While outcomes should be significant and challenging, they should also be realistic.

At the end of the review period, or as progress updates are needed, the supervisor and the employee should discuss and assess Priority Outcomes using the Performance Feedback component to guide the discussion. Progress and results on the Priority Outcome should be noted along with any recommended actions negotiated between the supervisor and the employee and should be initialed and dated by both parties.

PERFORMANCE FEEDBACK

The Performance Feedback component is based on performance principles and practices that employees in Kansas state government are expected to follow.

At each feedback session or review conference, the supervisor and the employee should discuss the employee's performance. This dialogue should be in context with Priority Outcomes Expected and any other assigned duties and responsibilities identified on the employee's position description.

Each aspect of employee performance is followed by indicators to consider when reviewing the employee's performance. The applicable boxes may be checked to highlight areas to be addressed. Additional relevant indicators may be added. Comments by the supervisor and the employee should be noted and dated. Specific examples of strengths and areas needing improvement should be discussed. Feedback that is well thought out and descriptive can help the employee focus on areas in need of development.

The Performance Feedback component includes:

Innovation and Change

Work Processes and Results

Teamwork

Self-Management

OVERALL RATINGS

General guidelines for the three overall ratings are provided to help distinguish among the three levels of performance.

Exceptional employees promote and consistently apply the performance principles and practices highlighted on the Performance Feedback sheets. These employees frequently achieve the agreed upon Priority Outcomes Expected and the quality of the outcomes exceeds expectations.

Satisfactory employees understand and apply the performance principles and practices highlighted on the Performance Feedback sheets. These employees usually achieve the agreed upon Priority Outcomes Expected and the quality of the outcomes meets expectations.

Unsatisfactory employees do not apply or flagrantly disregard the performance principles and practices highlighted on the Performance Feedback sheets. These employees repeatedly do not achieve the agreed upon Priority Outcomes Expected or the quality of the outcomes frequently does not meet expectations.

PRIORITY OUTCOMES EXPECTED

PRIORITY OUTCOME

Supervisor Signature
Date

Date

Employee Signature

Progress Notes, Recommended Action and Results:

PRIORITY OUTCOMES EXPECTED

PRIORITY OUTCOME

Supervisor Signature
Date

Date

Employee Signature

Progress Notes, Recommended Action and Results:

Progress Notes, Recommended Action and Results

EMPLOYEE REVIEW SYSTEM FEEDBACK LOG

Supervisors should initial and date after each feedback session. At the end of the review period, these should be counted and recorded on the front sheet.

InitialDateInitialDate

PERFORMANCE FEEDBACK FOR EMPLOYEES

Employee Name: _____

INNOVATION AND CHANGE	Advice and Comments by Supervisor and Employee:
<ul style="list-style-type: none"><input type="checkbox"/> Uses creative and innovative thinking to contribute to organizational and individual objectives<input type="checkbox"/> Identifies, shares and is receptive to new ideas<input type="checkbox"/> Adapts to new situations<input type="checkbox"/> Looks for opportunities to continuously improve work processes<input type="checkbox"/> Acts on opportunities to improve work processes<input type="checkbox"/> Helps others to overcome resistance to change	<p>Additional advice and comments may be attached on separate paper. Initial and date each entry.</p>
WORK PROCESSES AND RESULTS	Advice and Comments by Supervisor and Employee:
<ul style="list-style-type: none"><input type="checkbox"/> Provides work products and services that consistently meet the needs and expectations of both internal and external customers<input type="checkbox"/> Uses customer satisfaction as a key measure for qualityCollects, evaluates and integrates relevant information to make decisions<input type="checkbox"/> Sets and adheres to priorities<input type="checkbox"/> Meets established productivity standards, deadlines and work schedules<input type="checkbox"/> Accomplishes accurate work with minimal assistance or supervision<input type="checkbox"/> Applies technical knowledge to achieve results<input type="checkbox"/> Pursues efficiency and economy when using resources<input type="checkbox"/> Demonstrates an understanding of the benefits of teamwork	<p>Additional advice and comments may be attached on separate paper. Initial and date each entry.</p>

PERFORMANCE FEEDBACK FOR EMPLOYEES

Employee Name: _____

TEAMWORK	Advice and Comments by Supervisor and Employee:
<ul style="list-style-type: none"> <input type="checkbox"/> Understands, Supports and focuses on the vision, mission, goals and objectives of the organization and team <input type="checkbox"/> Promotes and demonstrates trust, mutual respect and a cooperative work environment <input type="checkbox"/> Offers assistance to others <input type="checkbox"/> Encourages and recognizes the contributions of others <input type="checkbox"/> Views the success of the organization and the team as more important than individual needs and desires <input type="checkbox"/> Contributes to the development, cohesion and productivity of the team <input type="checkbox"/> Promotes cooperation, communication and coordination within the agency, other agencies and the public <input type="checkbox"/> Shares appropriate information internally and externally <input type="checkbox"/> Supports teamwork through open and honest communication 	<div style="height: 150px; border: 1px solid black;"></div> <p style="text-align: center; font-size: small; margin-top: 20px;">Additional advice and comments may be attached on separate paper. Initial and date each entry.</p>
SELF-MANAGEMENT	Advice and Comments by Supervisor and Employee:
<ul style="list-style-type: none"> <input type="checkbox"/> Exhibits initiative and action in improving knowledge and skills <input type="checkbox"/> Seeks and assumes additional responsibilities <input type="checkbox"/> Arrives at work on time <input type="checkbox"/> Attends work regularly <input type="checkbox"/> Makes efficient use of work time <input type="checkbox"/> Follows rules and procedures <input type="checkbox"/> Works in a safe manner <input type="checkbox"/> Uses and maintains equipment properly <input type="checkbox"/> Exhibits integrity and honesty <input type="checkbox"/> Demonstrates sensitivity to public attitudes and concerns <input type="checkbox"/> Gives and accepts constructive feedback <input type="checkbox"/> Works effectively and objectively in a diverse work environment <input type="checkbox"/> Focuses on the situation, issue or behavior rather than on the person 	<div style="height: 150px; border: 1px solid black;"></div> <p style="text-align: center; font-size: small; margin-top: 20px;">Additional advice and comments may be attached on separate paper. Initial and date each entry.</p>