

Phase III: Final Assessment (September 1 – September 30)

Supervisors are encouraged to send a reminder to the employee in late August

Employee

Update status of performance and development objectives, including: accomplishments, barriers, changes. Fill out Other Contributions and Employee Comments

Review the status updates of the performance and development objectives and confirm whether objectives are still appropriate or need to be revised

Supervisor

Include own observable notes and assign a rating for each performance and development objective

Review and add to Other Contributions, if appropriate. Fill out any Supervisor Comments and accept or override Overall Rating

Sign and obtain 2nd Level Reviewer Signature

BEFORE
discussing
the Final
Assessment
with the
employee

**Supervisor
& Employee**

Meet to discuss **Final Assessment (Phase 3)**, obtain employee signature and any employee summary comments, make copies, turn original in to HR and set date for performance planning (Phase 1) for next performance year

Supervisors need to schedule the meeting in writing with the employee