



*State of Hawai'i*  
**ANNUAL EMPLOYEE PERFORMANCE APPRAISAL**

HRD 526A (5/17)

**SECTION #1 IDENTIFYING INFORMATION & PERFORMANCE APPRAISAL REVIEW PERIOD**

Name Employee ID Position Title Position Number Department Division Branch Bargaining Unit	RATING PERIOD From: _____  To: _____	PURPOSE OF RATING <input type="checkbox"/> Annual <input type="checkbox"/> Partial Annual  <input type="checkbox"/> Workers/Working Supervisors <input type="checkbox"/> Full Supervisor
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**SECTION #2 PERFORMANCE PLANNING, COMMUNICATION OF PERFORMANCE EXPECTATIONS/REQUIREMENTS, AND GOALS/PROJECTS** (Complete at the beginning of appraisal period)

Supervisor's discussion with employee: My current job description, job related performance requirements, goals/projects (noted on other document), if any, and the Performance Appraisal System (PAS) process have been discussed with me. I received a copy of the PAS Guidelines for Employees.

_____ Employee's Signature	_____ Date	_____ Supervisor's Signature	_____ Date
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**SECTION #3 COMPLETION OF THE APPRAISAL AND OVERALL RATING**  
(Complete at the end of the appraisal period)

The following performance categories were used to rate **Workers**, **Working Supervisors**, and **Full Supervisors** during the performance appraisal review period:

<u>Workers</u>	<u>Working Supervisors</u>	<u>Full Supervisors</u>
Quality of Work	Quality of Work Unit Output	Quality of Work Unit Output
Quantity & Timeliness of Work	Quantity & Timeliness of Work Unit Output	Quantity & Timeliness of Work Unit Output
Reliability & Initiative	Output	Supervision
Relationships with Others	Reliability & Initiative	Appraising Subordinates
Safety & Use of Equipment	Relationships with Others	Planning, Organizing, Setting Priorities
Communication	Safety & Use of Equipment	Reliability & Initiative
Job Knowledge	Supervision	Relationship with Others
Problem Solving & Decision Making	Appraising Subordinates	Safety & Use of Equipment
Planning, Organization, Setting Priorities	Communication	Financial/Budget
	Job Knowledge	Mission Commitment
	Problem Solving & Decision Making	Communication
	Planning, Organization, Setting Priorities	Job Knowledge
		Problem Solving & Decision Making

**Meets Expectations**       **Does Not Meet Expectation**

**SECTION #4 SIGNATURES UPON COMPLETION OF PERFORMANCE APPRAISAL**

Employee's Acknowledgement/ Comments:  My performance for the rating period has been discussed with me. I understand that I may rebut this rating by attaching my comments.  My signature does not necessarily mean agreement. <b>(Check if comments attached.)</b> <input type="checkbox"/>	Supervisor's Certification:  This rating was discussed with the employee on the following date: _____  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">_____ Supervisor's Signature</td> <td style="width: 50%; text-align: center;">_____ Date</td> </tr> <tr> <td style="width: 50%; text-align: center;">_____ Signature of Reviewing Officer</td> <td style="width: 50%; text-align: center;">_____ Date</td> </tr> <tr> <td style="width: 50%; text-align: center;">_____ Signature of Appointing Authority</td> <td style="width: 50%; text-align: center;">_____ Date</td> </tr> </table>	_____ Supervisor's Signature	_____ Date	_____ Signature of Reviewing Officer	_____ Date	_____ Signature of Appointing Authority	_____ Date
_____ Supervisor's Signature	_____ Date						
_____ Signature of Reviewing Officer	_____ Date						
_____ Signature of Appointing Authority	_____ Date						
_____ Employee's Signature	_____ Date						

## **SUMMARY INSTRUCTIONS FOR COMPLETING THE EMPLOYEE PERFORMANCE APPRAISAL FORM, HRD 526A**

(Refer to the Comprehensive Performance Appraisal System Supervisory Manual revised July 1, 2017 and Addendum dated July 1, 2017, for more detailed information)

Section #1: Review preprinted information for errors. Check with your Departmental Human Resources Office before changing/adding information.

Section #2: Phase I - Performance Planning, Communication of Performance Expectations/Requirements, and Goals/Projects

- Review all the performance categories which will be used to determine if the employee is performing satisfactorily. Unlike the current PAS process, the Employee Performance Appraisal Form (HRD 526A), does not differentiate between “significant,” “fixed,” and “optional” categories, but uses all performance categories to determine if the employee is performing satisfactorily.
- List any special goals/projects (related to employee's class of work), unless noted on other documents, to be completed during the rating period. If additional goals/projects are set during the rating period or original goals/projects are changed, discuss them with your employee at the time.
- Meet with the employee at the beginning or shortly after the start of the rating period to discuss the new Employee Performance Appraisal Form (HRD 526A) by providing and reviewing the “Performance Appraisal System Guidelines for Employees.”
- Explain that the current PAS Forms (HRD 526, 527, and 528) will not be used unless the employee’s work is substandard or the employee moves to a new position which requires a new probation period.
- At the end of the meeting, ask the employee to sign Section #2 of the Employee Performance Appraisal Form (HRD 526A). If the employee does not wish to sign, note “Employee does not wish to sign” above the Employee’s Signature line. If you feel it is necessary, you may ask a witness to sign and date the form verifying that the employee did not wish to sign. Be careful that the witness does not see confidential information.
- Give the employee a copy of the appraisal form, if requested.

Sections #3 & 4: Phase II – Performance Monitoring and Coaching & Phase III - Completion of the Appraisal and Overall Rating

- Prior to the appraisal conference with your employee in determining if the employee’s overall rating is either “Meets Expectation” or “Does Not Meet Expectation,” you should:
  - ❖ Use the Performance Monitoring and Coaching in Phase II to determine the overall rating in Section #3 of the Employee Performance Appraisal Form (HRD 526A).
    - Review notes made on the Supervisor’s Discussion Notes Form (HRD 529).
    - Review any other samples of your employee’s work performance during the rating period.
  - ❖ Review performance categories.
  - ❖ Determine the employee’s overall rating.
    - An Overall “Meets Expectations” is determined if expectations are being met.
    - An Overall “Does Not Meet Expectations” may not be given unless the employee was first given a “Notice to Improve Performance” signed by your departmental Appointing Authority. Please contact your Human Resources Office for guidance (Refer to pages 25 and 26, Substandard Performance, PAS Supervisory Manual, for details).
- Schedule a meeting with your employee to discuss the rating.
  - ❖ At the end of the meeting, ask the employee to sign Section #4 of the Employee Performance Appraisal Form (HRD 526A). Encourage feedback from your employee. If the employee does not wish to sign, note “Employee does not wish to sign” above the Employee’s Signature line. If you feel it is necessary, you may ask a witness to sign and date the form verifying that the employee did not wish to sign. Be careful that the witness does not see confidential information.
  - ❖ Allow the employee to make written comments or a rebuttal on a separate sheet to be attached to the finished appraisal.
  - ❖ The employee shall be given a copy of the Employee Performance Appraisal Form (HRD 526A) after the Reviewing Officer and the Appointing Authority sign the form.
- Begin Phase I again for the next rating period.