



# ANNUAL EMPLOYEE PERFORMANCE APPRAISAL SYSTEM GUIDELINES FOR EMPLOYEES (HRD Form 526A)

## PERFORMANCE APPRAISAL SYSTEM

This Guideline of the State's addendum to the existing Performance Appraisal System (PAS) has been prepared to help you understand:

- ★ Who is covered by this program?
- ★ How the program works?
- ★ What you can expect from this program?

## WHO IS COVERED BY THIS PROGRAM?

You are covered by this program if:

- You are a full- or part-time employee, and
- You are in a bargaining unit or an excluded counterpart of a bargaining unit, and
- You are serving in a permanent appointment.

## HOW THE PROGRAM WORKS?

**FORMS** - The PAS has two (2) appraisal forms:

- ☞ Form HRD 526A, **Annual Employee Performance Appraisal**.
- ☞ Form HRD 529, **Supervisor's Discussion Notes**, provides a means for the supervisor to record significant work performance notes throughout the rating period.

**PERFORMANCE CATEGORIES** - Employees are evaluated on Performance Categories. **Workers, Working Supervisors, and Full Supervisors** each have their own set of Performance Categories:

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

**OVERALL RATING LEVELS** - There are only two (2) **Overall Rating** levels – “Meets Expectations,” and “Does Not Meet Expectations.”

- **Meets Expectations** - To get an overall rating of “Meets Expectations,” an employee shall have met expectations in all performance categories.
- **Does Not Meet Expectations (DNME)** - Before the overall rating of “Does Not Meet Expectations” is issued, an employee shall be given a Notice to Improve Performance and a period of up to three months (with a possibility of extension) to improve their substandard performance. Overall ratings of DNME could result in involuntary transfer or discharge from your position.

## **WHAT CAN I EXPECT FROM THIS PROGRAM?**

The Performance Appraisal System operates in three (3) phases:

**Phase I, Performance Planning, Communication of Performance Expectations/Requirements, and Goals/Projects** – Your supervisor will meet with you by, or shortly after the start of your performance rating period to discuss with you on how the program works, your job duties, how the Performance Categories relate to your job, and performance expectations/requirements for the upcoming rating period. If you are not sure on what your supervisor expects of you, this is the time to ask your supervisor questions and get clarification.

**Phase II, Performance Monitoring and Coaching** – Your supervisor will observe your work, talk with you about it, and record significant work performance (on HRD 529, Supervisor's Discussion Notes Form [SDN]), if necessary, throughout the rating period. Notes recorded on the SDN will be shown and discussed with you; you may attach a rebuttal statement. If there are any notes that describe performance problems/deficiencies, a copy of these notes will be provided to you. If you and/or your union representative would like to review your supervisor's PAS documents, you may do so by making an appointment.

**Phase III, Completion of the Appraisal** – This Phase is completed at the end of your rating period. At that time, your supervisor will meet with you to go over your performance and overall rating for the rating period and will discuss expectations/requirements for the upcoming rating period.

## **QUESTIONS?**

**If you need more information or would like to review a copy of the PAS Supervisory Manual and/or addendum, please check with your supervisor or contact your Human Resources Officer.**

This brochure was intended only as a brief summary to give you highlights of the revised employee Performance Appraisal System. In all cases where a question may arise, Chapter 76, HRS, Personnel Rules and Policies, Comprehensive Performance Appraisal System Supervisory Manual (revised July 1, 2017) and PAS addendum will govern.

**State of Hawaii, Department of Human Resources Development**