



Performance Appraisal System



SUMMARY FOR EMPLOYEES

PERFORMANCE APPRAISAL SYSTEM

This Summary of the State's revised employee Performance Appraisal System (PAS) has been prepared to help you understand:

- ★ Who is covered by this program.
- ★ How the program works, and
- ★ 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 probational or permanent appointment

HOW THE PROGRAM WORKS

FORMS - The PAS has four (4) appraisal forms:

- ☞ Form HRD 526, **Employee Performance Appraisal**, the generic first page.
- ☞ Form HRD 527, **Performance Categories for Workers & Working Supervisors**, provides factors to be used in evaluating Workers'/Working Supervisors' performance.
- ☞ Form HRD 528, **Performance Categories for Supervisors**, provides factors to be used in evaluating full Supervisors' performance.
- ☞ 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 rated on Performance Categories. Workers, working supervisors, and full supervisors each have their own set of Performance Categories:

Workers	Working Supervisors	Full Supervisors
<ul style="list-style-type: none"> ✓ *Quality of Work ✓ *Quantity & Timeliness of Work ✓ Reliability & Initiative ✓ Relationships w/Others ✓ Safety & use of Equipment <input type="checkbox"/> Communication <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Problem Solving & Decision Making <input type="checkbox"/> Planning, Organizing, Setting Priorities <input type="checkbox"/> Other 	<ul style="list-style-type: none"> ✓ *Quality of Work Unit Output ✓ *Quantity & Timeliness of Work Unit Output ✓ Reliability & Initiative ✓ Relationship w/Others ✓ Safety & Use of Equipment ✓ Supervision ✓ Appraising Subordinates <input type="checkbox"/> Communication <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Problem Solving & Decision Making <input type="checkbox"/> Planning, Organizing, Setting Priorities <input type="checkbox"/> Other 	<ul style="list-style-type: none"> ✓ *Quality of Work Unit Output ✓ *Quantity & Timeliness of Work Unit Output ✓ Supervision ✓ Appraising Subordinates ✓ Planning, Organizing, Setting Priorities ✓ Reliability & Initiative ✓ Relationships w/Others ✓ Safety & Use of Equipment <input type="checkbox"/> Financial/Budget <input type="checkbox"/> Mission Commitment <input type="checkbox"/> Communication <input type="checkbox"/> Job Knowledge <input type="checkbox"/> Problem Solving & Decision Making <input type="checkbox"/> Other

Please turn page for more information...



(Continued from previous page)

A ✓ means the Category is “Fixed and must be evaluated.

A □ means it is “Optional” and a ★ means the Category is “Significant.”

Significant Categories (Quality and Quantity & Timeliness) are critical areas in which you must perform satisfactorily to pass the evaluation. A “Does Not Meet Expectations” rating in one or both of the **Significant Categories** will result in an **Overall Rating** of “Does Not Meet Expectations.”

OVERALL RATING LEVELS – There are only 3 **Overall Rating** levels – “Exceeds Expectations,” “Meets Expectations,” and “Does Not Meet Expectations.”

To get an **Overall Rating** of:

Exceeds Expectations

Both **Significant Categories** (Quality and Quantity & Timeliness) must be rated “Exceeds Expectations.”

Does Not Meet Expectations

One or both **Significant Categories** are rated “Does Not Meet Expectations” (DNME). Before the overall rating is issued, an employee is given a notice of substandard performance and a period of up to three months (with a possibility of extension to improve). Overall ratings of DNME could result in involuntary transfer or discharge from your position.

Otherwise, your **Overall Rating** will be “Meets Expectations.”

WHAT CAN I EXPECT?

The Performance Appraisal System operates in three phases:

Phase I Performance Planning, Communication of Performance Expectations/Requirements, and Goals/Projects – By, or shortly after, the start of the performance rating period, your supervisor will meet with you to talk about your job duties, how the Performance Categories relate to your job, and performance expectations/requirements for the upcoming rating period. You should be sure you understand what your supervisor expects of you. If you are not sure, 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 write a rebuttal. You will be given a copy of notes that describe performance problems/deficiencies and you or your union representative may also review your supervisor’s PAS documents 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 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, please check with your supervisor or contact your Departmental Personnel 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, and the Performance Appraisal System Supervisory Manual (revised July 2001) will govern.

State of Hawaii, Department of Human Resources Development