## **SHRA Performance Management**

## **Annual/Transfer Review Supervisor** Supervisor/Employee **Employee Creates Work Plan Work Plan Discussion** Acknowledges Work Plan Add/revise SMART/ Behavioral/ Schedule/conduct meeting to Employee acknowledges Career Development Goals. discuss new/revised work review of work plan and Evaluation Methods, and discussion with supervisor. expectations and/or goals. Comments. **Employee Self Assessment\*** Creates Annual Review \* Review/Approval Annual Review Discussion **Acknowledges Annual Review** Employee adds all relevant Add comments, individual/ Review/edit supervisor Schedule/conduct meeting to Employee acknowledges review and/or required comments on overall rating, and comments, ratings, and discuss annual evaluation and discussion with supervisor. performance improvement performance improvement plan their performance. results. Process complete. plan (if necessary). (if included). **Employee Supervisor Evaluation Reviewer** Supervisor/Employee **Employee**

## **New Employee/Exit Review** Supervisor/ Supervisor/ **Supervisor Employee Supervisor Employee Employee Employee** Creates Work Plan Work Plan Discussion **Acknowledges Work** Creates New Employee/ Review Meeting **Acknowledges Review** Plan Exit Review \* Add/revise SMART/ Schedule/conduct Employee acknowledges Behavioral/Career Employee acknowledges Schedule/conduct meeting to discuss new/ Add comments, review of evaluation and Development Goals, revised work review of work plan and individual/overall rating. meeting to discuss discussion with Evaluation Methods, and expectations and/or discussion with evaluation results. and performance supervisor. Process Comments. improvement plan (if goals. supervisor. complete. necessary).

<sup>\*</sup>Reference Progress Notes as necessary, when completing evaluation

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