

PATHways Supervisor's Checklist for Conducting Performance Evaluations

PREPARE
1

- Review job duties on employee's position description
- Request employee's self-assessment
- Collect and review data
- Confirm that employee's required training is current
- Create draft of performance evaluation in PATH

Performance Management:

- Assign individual ratings and comments
- Develop overall rating and comments
- Save draft and print

DISCUSS
2

- Review and discuss individual and overall ratings and rationale
- Recognize strengths and achievements
- Discuss areas needing improvement
- Discuss employee's professional and career development goals
- Discuss performance goals for the next review period

FINALIZE
3

- Revise evaluation in PATH Performance Management as needed
- Add attachments (optional)
- Mark "complete" to submit to employee for acknowledgement
- Review employee comments and take action as appropriate
- Close the evaluation in PATH Performance Management