10/03 Personnel Evaluations

Departmental Yearly Evaluations

All personnel will receive a yearly evaluation in accordance with Manual section 3-02/080.00. The format will be as illustrated in the “Rater’s Handbook” published by the Department of Human Resources. Each employee’s yearly evaluation will also include comments on the individual’s specific activities.

Performance Log Entries

A book shall be maintained in the Unit Commander’s office which shall be used to document employee’s daily activities, both positive and negative. Each supervisor shall make entries as appropriate in this book. Use of these entries to document items in a yearly evaluation is optional.

Daily Performance Evaluations

Supervisors shall maintain a diary of each employee’s assigned tasks and projects. Entries shall be made as to the quality, quantity, and accuracy of the completed assignments. These entries shall be used as a memory aid in writing the employees’ performance evaluations.

Staff Activity Logs

Each member of the staff shall maintain an activity log containing information regarding tasks, projects, and assignments. When an employee’s performance evaluation is due to be written, the employee may submit to their supervisor information regarding personal accomplishments to be included in the performance evaluation.

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