

The evaluation will be sent to the primary supervisor, however both supervisors can provide feedback.

Step 1: Both supervisors should meet to review the following:

- The employee's self-evaluation
- The employee's progress and job performance
- Evaluate the goals from last year, keeping in mind any changes to the priorities or needs of the department that could have affected previously set goals
- Consider if the employee's suggested goals for the next review cycle will meet organizational or department needs

Step 2: After evaluating the employee, agree on the most appropriate rating for each category and the overall rating

Step 3: If performance indicator ratings are *not meeting expectations, building performance, or leading performance*, you will be required to make a comment. If the success or concern is shared by both supervisors one comment can be provided. If the success or concern is only based on actions by one department please be sure it is noted for clarity.

Step 4: Determine whether both supervisors need to attend the delivery of the evaluation

In most cases, the supervisor that the employee most often reports to should deliver the review. However, if it appears that both people need to be present, the primary supervisor should lead the conversation and allow time for the secondary supervisor to address their evaluation