

**From:** South, Linda  
**Sent:** Friday, June 06, 2008 11:21 AM  
**Subject:** Performance Evaluations

**Attachments:** Communications Office Mid Point Eval Example.doc

Team DMS:

Last month, I met with the leadership team to discuss performance evaluations. As we approach the end of the fiscal year, I felt that it was important to talk about the significance of an employee's performance evaluation and the right way to use it. I think we can all admit that when confronted with the task of evaluating an employee or being evaluated is not easy and something many of us approach with unease. Let's face it; it's not fun, but important to achieving what we want for ourselves individually and the entire agency. I want to take the pain out of the process and bring us all to the same starting point so that looking ahead we can use this process to move forward with courage.

Courage? Yes. It takes courage to evaluate the "brutal truths" of performance. It's a challenge because we often don't want to hurt someone's feelings or evaluate a "friend." However, it is a necessary part of learning how to be your best; and it takes tact to deliver the message and an open mind to receive it.

Employees receive their rating on a scale of one to five based on their performance. Attached is an example of the performance measure and an explanation of how to describe the rating. I am including this to highlight how to link the rating to measurable results. This is just one of the tools you can use to ensure success for evaluations and planning.

Are there those here who rank in the fours and fives? Absolutely! Again, this should be based on true performance. A three is not average; it means that you consistently meet expectations. Queenell Fox, our new Director of Human Resources, will follow up with you providing more direction and guidance regarding evaluations. It is my sincere hope that we all use this time to reflect on where we are, and where we want to be, so that DMS becomes a workplace of choice.

Thank you for all you do,

Linda

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