

From: South, Linda
Sent: Tuesday, November 18, 2008 4:48 PM
Subject: Performance Evaluations

Team DMS:

Another six months has passed and it is time to conduct mid-point performance evaluations for all employees. It is important to talk about the significance of an employee's performance evaluation and the right way to use it. Conducting evaluations or being evaluated is not easy but is so important to achieve what we want for ourselves individually and the entire agency. 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 our best. 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. Supervisors and managers have recently been offered training to bring consistency to the evaluation process. Resources and guides are provided at the following Web address:

http://dms.myflorida.com/agency_administration/human_resources/supervisor_manager_tools

An example of a performance rating that links ratings to measurable results can be found at the Web address above. This is just one of the tools you can use to ensure success for evaluations and planning.

Ratings are to be based on true performance. A three is not average; it means that you consistently meet expectations. 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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