

University of Maryland

Baltimore

Performance Development Program

Recommended Steps for the Performance Evaluation Interview For Regular and Contingent Category II Employees

1. The supervisor/rater completes a draft Performance Development Program evaluation form.
2. The supervisor/rater provides a copy of the draft evaluation to the next level supervisor or appropriate reviewer for comment and in-put.
3. The supervisor and the next level supervisor/reviewer reach consensus on the evaluation.
4. The supervisor concurrently requests each employee to be evaluated to complete a self-evaluation for each relevant performance category and operational goal.
5. The supervisor schedules a performance evaluation interview with each employee to be evaluated.
6. Prior to the meeting(s), the supervisor provides a copy of the draft performance evaluation to the employee and requests a copy of the employee's self-evaluation.
7. The evaluation interview is scheduled for a private location with no interruptions.
8. The supervisor explains that the draft evaluation and the self-evaluation will be used as the basis for a discussion about the employee's performance during the performance cycle.
9. The supervisor explains that they will look for areas of agreement and those ratings will be entered in the final evaluation document. The supervisor explains that where there is disagreement, they will discuss those differences and attempt to reach an understanding. The supervisor explains that if they are unable to reach an understanding that the supervisor will consider all of the information generated in the discussion and make a decision on the rating level. The supervisor should be prepared to explain the final rating.
10. The supervisor may opt where there is disagreement to consult the next level supervisor/reviewer and present both positions. The next level supervisor/reviewer may interview the employee or request the employee to meet to discuss the evaluation.
11. Evaluations should be completed against performance standards and not based on rankings or comparisons of employee against each other.