**Annual Performance Evaluation Process**

**Step 1:**

For each of your direct reports, please send them their self-evaluation and ask for it to be submitted back to you by **August 10**.

Here is the link for the [Self-Evaluation](https://www.speakupnow.org/wp-content/uploads/2018/07/2018-Self-Evaluation-Form-VFC.docx) for all employees.

**Step 2:**

Once you have the self-evaluation from your direct report, complete their evaluation taking into consideration their feedback from the self-evaluation by **August 31**.

Here is the link for the [Non-management Position Evaluation Form](https://www.speakupnow.org/wp-content/uploads/2018/07/NonManagerEvaluationFormVFC2018.pdf)

Here is the link for the [Management Position Evaluation Form](https://www.speakupnow.org/wp-content/uploads/2018/07/ManagerEvaluationFormVFC.doc)

**Step 3:**

Share your draft evaluation with your direct supervisor for additional input and make any required revisions by **September 21**.

**Step 4:**

Meet directly with your direct report(s) and share your evaluation with them. During this meeting, also discuss the goal(s) they identified on their self-assessment sheet (#6). At the end of the meeting, have your direct report sign their evaluation. Their signature does not necessarily indicate their agreement with your ratings, but certified that you have had the discussion. Photocopy the evaluation and give to your direct report for their record. Submit the signed evaluation to your supervisor. These meetings need to be completed by **October 5**.

**Step 5:**

Your supervisor will sign the evaluation and submit to Human Resources by **October 12**. The final signed document will go into their employee file.