**CLASSIFIED** **EMPLOYEE SELF ASSESSMENT AND**

**APPEALS PROCESS**

**Evaluations**

Supervisors are required to complete evaluations for each classified employee during the annual evaluation period (Aug 10-October 24). Employees on probation whose probationary periods end in September or October may be evaluated using either the Probationary review form or the new Classified Employee Evaluation Form.

**Employee Self-Assessment**

Each employee is afforded the opportunity to provide the supervisor with a self-assessment for the rating period. Supervisors are required to review and consider employee self-assessments when completing the performance evaluation.

**Self-Assessment Formats**

There is a self-assessment section on the Evaluation Form forthe employee to complete. The supervisor may designate a different format for the employee to use when completing their self-assessment. Completing the self-assessment in a narrative format is recommended to provide an affective and detailed description to the supervisor.

**Information to Include**

* How core measures were met
* How performance factors were met
* Accomplishments during the rating cycle
* Problems during cycle that prevented measures to be met
* Circumstances beyond employee’s control
* Year-end learning accomplishments

**Appeals Process for Performance Evaluations**

If employee disagrees with evaluation:

* Employee should discuss the issue with supervisor
* If not resolved, employee may appeal to the reviewer for another review of the evaluation, within 10 workdays of the initial performance meeting
* Reviewer should discuss appeal with supervisor
* Reviewer should provide employee a written response with 5 workdays
* Classified employee evaluations may be grieved following the [Grievance Procedure](http://www.dhrm.virginia.gov/employmentdisputeresolution/grievanceprocedure) guidelines.