



FY22 Employee Performance Evaluation Procedural Guidelines

Introduction

The City of Corpus Christi's Employee Performance Management Process is designed to:

- Communicate employee performance expectations and measure performance.
- Document and recognize superior employee performance.
- Continuously improve organizational employee performance to ensure that the City of Corpus Christi is the benchmark among Texas cities.

To encourage exceptional employee performance of the City employees, it is important for Directors to:

- Lead by example. Meet with staff regularly throughout the cycle to establish expectations, identify and provide training and support, evaluate progress and document results.
- Ensure that managers and supervisors demonstrate and communicate this example throughout the organization.
- Ensure that annual ratings are well documented, consistent throughout the organization and submitted for employees in a timely manner.

The employee performance evaluation observation window for fiscal year 2022 runs from October 1st, 2021, to September 30th, 2022.

Employee Performance Evaluation Forms

The City will utilize the following employee performance evaluation forms for fiscal year 2022

- 100 Pay Plan Employee Form
- 200 Pay Plan Non-Supervisor Form
- 200 Pay Plan Supervisor Form
- 300 Pay Plan (Executive) Form
- Employee Self-Assessment Form (Optional Form)
- 200 Pay Plan Rating List

Workflows and Key Dates

100 Pay Plan Evaluations	200 Pay Plan Evaluations (Supervisor and Non Supervisor)	300 Pay Plan Evaluations	Employee Self-Assessment (Optional)
October 1 st 2022 Supervisor begins drafting evaluation	October 1 st , 2022 Supervisor begins drafting evaluation	October 1 st , 2022 Supervisor begins drafting evaluation	September 12 th , 2022 Employees may begin completing a self-assessment form
Employee reviews, provides comments, and acknowledges	Supervisor submits to Director for review	Supervisor submits evaluation and rating list to ACM/CM for review by November 18 th , 2022	Employees submit self-assessment form to supervisor by October 14 th , 2022
Supervisor submits completed form to HR Liaison/Designee	Director/Designee submits Rating List to ELT for review by November 18 th , 2022	ACM/CM reviews/approves and/or provides feedback	Supervisor reviews self-assessment form and may consider content for the employee evaluation
HR Liaison/Designee submits to HR by November 18 th , 2022	ELT reviews/approves and/or provides feedback	Supervisor edits as required. Employee reviews, provides comments, and acknowledges	Supervisor submits employee self- assessment along with evaluation by November 18 th 2022
	Supervisor edits as required. Employee reviews, provides comments, and acknowledges	Supervisor submits completed form to HR by January 6 th , 2023	
	Director/Designee submits completed form to HR by January 6 th , 2023		

Instructions for Completing Performance Evaluation Forms

100 Pay Plan Employee Form

The employee's current, immediate supervisor will complete evaluations for staff who have been employed with the City by March 31st, 2022, and 6-months prior to the end of the performance evaluation period which is September 30th, 2022.

The supervisor will input employee, supervisor, and director information at the top of the form, as well as applicable review dates.

- **Part I:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance in the competencies outlined in part 1. The rating will be placed to the right of each competency. Additionally, room is available for the supervisor to leave comments to further describe the employee's performance and/or justification for the rating for each competency. The supervisor will ensure the overall rating at the bottom of Part 1 is accurately captured. This rating is the average of those listed for each competency.

- **Part II**

The supervisor will provide the employee an opportunity to provide comments. If the employee has no comments, they should note this section with "no comment", "none", or "n/a".

- **Part III**

The employee will sign and date the form. If the employee refuses to sign, the supervisor will make an annotation as such in the employee signature section. *Please note, the employee's signature does not constitute an agreement with the evaluation, rather it is an acknowledgement that is has been presented.*

The supervisor and division manager (or above) will sign and date this section as well.

- **Part IV**

The department's HR Liaison or designee will upload the completed/signed evaluation form to <http://www.learningcc.org/perform/>

200 Pay Plan Non-Supervisor Form

The employee's current, immediate supervisor will complete evaluations for staff who have been employed with the City by March 31st, 2022, and 6-months prior to the end of the performance evaluation period which is September 30th, 2022.

The supervisor will input employee, supervisor, and director information at the top of the form, as well as applicable review dates.

- **Part I:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance in the competencies outlined in Part I. The rating will be placed to the right of each competency. The supervisor will ensure the overall rating at the bottom of Part I is accurately captured. This rating is the average of those listed for each competency.

- **Part II:**

The supervisor will list specific Professional Development goals accomplished by the employee and their completion dates.

- **Part III:**

The supervisor will use this section to provide a brief description of the employee's overall performance for the review period. The supervisor is encouraged to document specific successes the employee had, as well as opportunities for improvement. The supervisor may also use this section to provide comments or recommendations regarding future positions and career broadening opportunities. The supervisor will ensure the overall rating at the bottom of Part II is accurately captured and annotated in Part III. This rating is the average of those listed for each competency. *The supervisor and department director will sign and date this section AFTER the Executive Leadership Team (ELT) has reviewed and approved the overall rating.*

- **Part IV:**

The supervisor should provide the employee an opportunity to provide comments. If the employee has no comments, they should note this section with "no comment", "none", or "n/a". The employee will sign and date the form. If the employee refuses to sign, the supervisor will make an annotation as such in the employee signature section. *Please note, the employee's signature does not constitute an agreement with the evaluation, rather it is an acknowledgement that is has been presented.*

- **Part V:**

The department's HR Liaison or designee will upload the completed/signed evaluation form to <http://www.learningcc.org/perform/>

200 Pay Plan Supervisor Form

The employee's current, immediate supervisor will complete evaluations for staff who have been employed with the City by March 31st, 2022, and 6-months prior to the end of the performance evaluation period which is September 30th, 2022.

The supervisor will input employee, supervisor, and director information at the top of the form, as well as applicable review dates.

- **Part I:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance in the supervisory and leadership competencies outlined in Part I. The rating will be placed to the right of each competency. The supervisor will ensure the overall rating at the bottom of Part I is accurately captured. This rating is the average of those listed for each competency.

- **Part II:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance in the performance competencies outlined in Part II. The rating will be placed to the right of each competency. The supervisor will ensure the overall rating at the bottom of Part II is accurately captured. This rating is the average of those listed for each competency.

- **Part III:**

The supervisor will use this section of the form to summarize any specific achievements and accomplishments by the employee. The content may come from goals and responsibilities described in the previous year's evaluation. If the employee did not complete established goals, then the supervisor should annotate as such.

- **Part IV:**

The supervisor will capture any professional development achievements and accomplishments by the employee. These may include attendance of professional workshops and seminars, earning certifications, or obtaining degrees or completing higher education courses. The description of the accomplishment should include its positive impact and benefit to the employee's career growth, the department, and/or to the City overall.

200 Pay Plan Supervisor Form (Continued)

- **Part V:**

The supervisor will use this section to provide a brief description of the employee's overall performance for the review period. The supervisor is encouraged to document any other successes the employee had, as well as opportunities for improvement. The supervisor may also use this section to provide comments or recommendations regarding future positions and career broadening opportunities. The supervisor will ensure the overall rating at the bottom of Part II is accurately captured and annotated in Part V. This rating is the average of those listed for Supervisory Leadership, and Performance competencies. *The supervisor and department director will sign and date this section AFTER the Executive Leadership Team (ELT) has reviewed and approved the overall rating.*

- **Part VI**

The supervisor should provide the employee an opportunity to provide comments. If the employee has no comments, they should note this section with "no comment", "none", or "n/a". The employee will sign and date the form. If the employee refuses to sign, the supervisor will make an annotation as such in the employee signature section. *Please note, the employee's signature does not constitute an agreement with the evaluation, rather it is an acknowledgement that is has been presented.*

- **Part VII**

The department's HR Liaison or designee will upload the completed/signed evaluation form to <http://www.learningcc.org/perform/>

300 Pay Plan (Executive) Form

The employee's current, immediate supervisor will complete evaluations for staff who have been employed with the City by March 31st, 2022, and 6-months prior to the end of the performance evaluation period which is September 30th, 2022.

The supervisor will input employee, supervisor information at the top of the form, as well as applicable review dates.

- **Part I:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance toward Citywide Goals as outlined in Part I. The rating will be placed to the right of each section. The supervisor will ensure the overall rating at the bottom of Part I is accurately captured. This rating is the average of those listed for each competency.

- **Part II:**

The supervisor will use a scale of 1 to 4 to rate the employee on their performance in the performance competencies outlined in Part II. The rating will be placed to the right of each competency. The supervisor will ensure the overall rating at the bottom of Part II is accurately captured. This rating is the average of those listed for each competency.

- **Part III:**

The supervisor will use this section of the form to summarize any specific achievements and accomplishments by the employee. The content may come from goals and responsibilities described in the previous year's evaluation. If the employee did not complete established goals, then the supervisor should annotate as such.

- **Part IV:**

The supervisor will capture any professional development achievements and accomplishments by the employee. These may include attendance of professional workshops and seminars, earning certifications, or obtaining degrees, or completing higher education courses. The description of the accomplishment should include its positive impact and benefit to the employee's career growth, the department, and/or to the City overall.

300 Pay Plan (Executive) Form (Continued)

- **Part V:**

The supervisor will use this section to provide a brief description of the employee's overall performance for the review period. The supervisor is encouraged to document any other successes the employee had, as well as opportunities for improvement. The supervisor may also use this section to provide comments or recommendations regarding future positions and career broadening opportunities. The supervisor will ensure the overall rating at the bottom of Part II is accurately captured and annotated in Part V. This rating is the average of those listed for Citywide Goals and Supervisory Leadership competencies. *The supervisor and appropriate ELT member will sign and date this section AFTER the Executive Leadership Team (ELT) has reviewed and approved the evaluation and overall rating.*

- **Part VI**

The supervisor should provide the employee an opportunity to provide comments. If the employee has no comments, they should note this section with "no comment", "none", or "n/a". The employee will sign and date the form. If the employee refuses to sign, the supervisor will make an annotation as such in the employee signature section. *Please note, the employee's signature does not constitute an agreement with the evaluation, rather it is an acknowledgement that is has been presented.*

- **Part VII**

A member of the Executive Leadership or designee will provide the completed/signed evaluation to the Director of HR or upload the completed/signed evaluation form to <http://www.learningcc.org/perform/>

Employee Self-Assessment Form (Optional Form)

Staff who have employed with the City by March 31st, 2022, 6-months prior to the end of the performance evaluation period, which is September 30th, 2022, may complete an Employee Self-Assessment Form as part of the annual Employee Performance Evaluation process. This form is optional.

The employee's supervisor may consider the contents provided by the employee as part of the evaluation. The employee will complete the Identification portion of the Employee Self-Assessment Form, which includes employee's name, ID #, job title, department, and supervisor.

The employee will then answer the questions on the assessment. These questions allow the employee to reflect on their performance and provide information to their supervisor that may be of value to the annual performance evaluation.

The employee will sign, date, and deliver the Employee Self-Assessment Form to their immediate supervisor as early as possible, but no later than October 14th, 2022, to allow the supervisor to review the content and use it for consideration for the annual performance evaluation.

The supervisor will sign and date the self-assessment form. It is encouraged that signed copies are kept both supervisor and employee for their own records. A copy of the self-assessment should be included as an attachment to the employee performance evaluation.

200 Pay Plan Rating Lists

Prior to October 1st, 2022, the Human Resources Department will send Rating Lists to each department director. This document will list all 200 pay plan employees who are eligible to receive the annual performance evaluation.

Prior to completing/signing evaluations for 200 pay plan employees, the department director or designee will submit the overall ratings for their 200 pay plan employees to Human Resources. 200 Pay Plan Rating Lists will be e-mailed to LearningInstitute@cctexas.com. This should be done no later than November 18th, 2022.

Human Resources will deliver the rating lists to the Executive Leadership Team and/or appropriate Assistance City Manager. This should be done no later than November 18th, 2022.