

If you _____ complete a planning session for this evaluation session, please be sure to complete page 1 and 3 as well as page 2; provide the employee with a copy, keep a copy for your department and submit the _____; please note that planning sessions should have been completed between July 1 and September 30 or within 90 days of the employee's hire date, so signature dates should be reflective of whichever of those timeframes that applies

If you _____ complete a planning session, page 1 and 3 should already be completed and you will only be responsible for completing page 2; this should be completed on the _____ and submitted _____; be sure to provide the employee with a copy as well as keep a copy for your department; please note that new evaluation sessions are to be completed starting July 1, so

Signatures can be dated using the same date; however, if the dates differ, they should appear in the following order:

1. Evaluating Supervisor (signs 1st)
2. Second Level Evaluator (signs 2nd)
3. Employee (signs last)

If the employee has worked less than 3 calendar months prior to June 30, the supervisor can elect to choose the "not evaluated" rating which will have the same effect as a "successful" rating

If the employee is on leave of any kind, please mail the PES document and provide postmarked documentation to Human Resources to _____ that it was mailed prior to the deadline of July 31; the employee is to sign the document and return it, but if this does not occur it is very important that you provide proof that it was mailed

If the employee is hired after June 30, no PES evaluation is to be completed; however, it will be necessary to complete a PES planning within 90 days of hire