

Evaluation Process/Checklist

- Notify employee and establish a meeting time.**
Inform the employee (preferably in person) that their annual evaluation is due and that you will be setting up an appointment to discuss the process.
- Gather and review relevant performance material prior to meeting with employee.**
- Provide current job description to the employee prior to the meeting.**
Ask the employee to review and be prepared to discuss necessary revisions when you meet to discuss the evaluation process.
- Meet with employee.**
- Email HR requesting to create an on-line Employee Performance Evaluation**
Submit an [EPAS Evaluation Setup Request form](#) on the HR website.
- Create the on-line evaluation form for your employee.**
After HR receives your email request, you will receive an email notice with instructions to access the system.
- Monitor the completion of the evaluation participants.**
- Complete the Final Evaluation Form.**
- Meet with employee to discuss Final Evaluation Report.**
- Send Final Evaluation Report (with original signatures) and Comment Summary to Human Resources (MS-9054).**