



Supervisors should meet with each employee individually to conduct coaching and feedback sessions. The performance management review system consists of two quarterly feedback sessions, a mid-year review, and an annual review. The first feedback session should take place within the first quarter of the year. The mid-year review should take place between April 1<sup>st</sup> and June 30<sup>th</sup>. The second quarterly review should take place within the third quarter of the year. The annual review must be completed between October 1<sup>st</sup> and December 15<sup>th</sup>.

Quarterly feedback gives supervisors an opportunity for individual coaching and reviewing the progress of their employee's goals. Supervisors should take the time to inform their employee of his/her current work performance and what they can do to improve. The purpose of the quarterly feedback sessions are to check the employee against his/her objectives and competencies, but is not limited to just objectives or competencies. In addition, quarterly feedback sessions can influence the mid-year and annual review.

The mid-year review is another opportunity for supervisors and employees to formally communicate about the employee's performance. The supervisor should review the employee's progress on each objective and competency. Afterwards the mid-year is signed by the supervisor and reviewer.

During the annual review the supervisor must rate their employee on his/her objectives and competencies. At this time the supervisor must rate the employee's overall performance for the year, including the two essential requirements dependability and agency values. Overall ratings range from Unsatisfactory, Needs Improvement, Meets Expectations, Exceeds Expectations, and Exceptional.

Feedback sessions should be documented. At the review session, the employee shall be asked to sign and date the completed review form as verification that the employee has received the review. The employee's signature is acknowledgement of receipt of the form and does not indicate agreement with or exception to comments on the form or the review rating. The supervisor shall also sign and date the review form and forward the original to Human Resources. Human Resources will forward the review to the appropriate rater for signature after the initial appeal window has elapsed provided the review has not been appealed. Once the review is fully signed and the final rating has been entered into the SHaRP system, a copy of the form will be forwarded to the employee and his/her supervisor. The original will be filed in the employee's personnel file.

New employees may not follow the standard review schedule. During the end of the year instead of an annual review he/she will receive a special review. New employees must be with KDADS

at least six months to receive a special rating. Any employee fewer than six months will only receive a quarterly feedback session. During the beginning of the next year the new employee will start on the normal review schedule.

Employees may also compose and present comments to be attached to the Performance Review Form. This must be done within 48 hours of the review being submitted. The comments will be forwarded to Human Resources with a request for approval prior to being attached to the completed review form which will be placed in the employee's personnel file. Comments must be in 12-point font, double spaced, and limited to one page. Comments must be directly related to the review. Employees are allowed two hours during the workday to write.

If an employee chooses to appeal a rating, he/she should address a written request for an appeal hearing to the Human Resources Director within seven (7) calendar days of learning of the rating.

*Reference: K.A.R. 1-7-10 through K.A.R 1-7-12*