

SUBJECT: PERFORMANCE EVALUATIONS
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PERFORMANCE EVALUATIONS

1. Careful evaluation of employee performance is essential to the efficiency and effectiveness of any organization.
- B. The Performance Management System enables Bureau supervisors to measure on-the-job performance. The Bureau's performance management process:
 1. Fosters fair and impartial personnel decisions based upon mutually agreed-upon goals and guidelines;
 2. Increases communication between supervisors and those supervised;
 3. Provides a medium for employee counseling;
 4. Provides information to employees and their supervisors about developing strategies for improving employee performance;
 5. Identifies training needs;
 6. Provides valid information for decisions about merit pay, elevations in grade, reclassification, transfer, promotion, demotion, discipline, and the successful completion of the probationary period.
3. The Performance Management System has been developed jointly by the SBI and the Office of Justice Personnel and is administered under criteria developed and evaluated by the Office of State Personnel.