

CPC APPRAISAL PREP TOOL

Supervisors are required to complete a Year-End Appraisal for each employee. Your completed check-ins and CPC Ratings Guideline document should be used to determine the appropriate ratings. If you are completing this for a newer employee, please be mindful of the normal learning curve for a new person or for newly-assigned duties (i.e., employees who are learning at satisfactory pace and achieving results at an expected level for someone at that point in time are considered to be meeting expectations).

Use this tool both when preparing a year-end appraisal and when meeting with your employee to share and discuss your ratings. This will ensure they know how you view their performance as their supervisor and coach. Once you have met with your employee, please complete the Year-End Appraisal Form and submit it to BHR.

When deciding ratings, keep in mind these performance level definitions:

- **Did not meet expectations** – Fails to meet one or more critical expectations; improvement is required
- **Partially met expectations** – Did not consistently meet some expectations; development is encouraged
- **Met expectations** – Consistently met expectations; solid contributor
- **Exceeded expectations** – Frequently exceeded expectations; role model

For more information, on ratings, please visit: <https://bhr.sd.gov/files/CPCRatingsGuidelines.pdf>.

Job Knowledge & Work Results

Please rate overall performance for the calendar year in terms of job knowledge and work results. Consider only results (e.g., work outcomes or delivered services); do not consider behaviors—they will be rated separately.

For example, you may consider these factors:

1. **Work Quality:** Did the employee complete the expected amount of work?
2. **Thoroughness:** Were all aspects of work done as thoroughly as expected?
3. **Compliance:** Was work done correctly and in compliance with instructions, policy, procedure, etc?
4. **Accuracy:** Was work done accurately?
5. **Timeliness:** Was work done on time?
6. **Job Knowledge:** Does the employee have the knowledge and skills needed to do the work?

Please rate your employee's **job knowledge and work results**.

Did not meet expectations

Met expectations

Partially met expectations

Exceeded expectations

Please include any comments regarding this employee's job knowledge and work results:

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Interpersonal Behavior

Please rate overall performance for the calendar year in terms of interpersonal behaviors that are important for success in this role.

For example, you may consider these factors:

1. **Teamwork:** Did the employee work well with others to get work done?
2. **Customer Service:** Did the employee respond to customers in a courteous and respectful manner?
3. **Professionalism:** Did the employee act with integrity and keep commitments?
4. **Interpersonal Savvy:** Did the employee relate openly and comfortably with diverse groups of people?
5. **Work Attitude:** Did the employee approach work with a positive "can do" mindset?

Please rate your employee's **interpersonal behavior**.

Did not meet expectations

Met expectations

Partially met expectations

Exceeded expectations

Please include any comments regarding this employee's interpersonal behavior here: