

MEMORANDUM

TO: All Staff with Supervisory Responsibilities

FROM: (Insert name of Division Director)

DATE: (Insert date of memo)

SUBJECT: Performance Management

One of the three primary responsibilities of supervision is evaluating the performance of your staff based on whether or not they meet or exceed the expectations delineated in their performance plan. To that end, I expect each supervisor to complete all performance evaluations of his/her subordinates by (insert date) and submit them to (insert name) who will be tracking evaluation completions.

It is not uncommon for individuals to feel uncomfortable with the performance evaluation process as it can range from mildly awkward to a high confrontation. If you have been giving feedback to your employees on a regular basis, nothing in the performance evaluation should come as a surprise. If you think you will have an issue with the evaluation of a particular employee, bring this potential problem to your supervisor and/or the agency's human resource representative. Your agency is here to support you in performing this critical supervisory role.

Additionally, resources about the entire performance management process can be found at (insert link from your state HR website if applicable). These materials can assist you in making the performance management process successful.

It is through responsible management of employee performance that we can fulfil our agency's mission. (Can insert agency's mission here if appropriate). Thank you for your important efforts in this matter.