



# ongoing performance conversations

STAY CONNECTED.



Management Employee evaluations with an overall rating of 'Exceeds' or 'Exceptional' require Department Head approval. Please fill out the requested information, and forward this form to your Department Head for signature. Once complete, please submit the form to your HR Records team.

## EMPLOYEE INFORMATION

Full Name

Employee ID

Agency/Department

Classification

## EVALUATION INFORMATION

Evaluation Period

TO

Overall Rating

Exceeds

Exceptional

## APPROVAL

Department Head (Print Name)

Department Head Signature

Date

FOR HR USE ONLY