

Performance Appraisal Status

The City of Minneapolis has a performance appraisal policy that states:

“It is the policy of the City that every employee is entitled to performance appraisal feedback on a regular basis. At least once a year the employee and the immediate supervisor will participate in a formal performance appraisal discussion. A copy of each annual performance review will be reviewed and signed by the supervisor's manager and placed in the employee's department personnel file. The employee will receive a copy of the signed appraisal form. Supervisors are encouraged to hold mid-year informal performance review discussions at least once a year as well. As part of these reviews, the supervisor and employee shall plan for the upcoming performance review period by anticipating upcoming responsibilities and identifying development opportunities. In their own performance reviews, supervisors and managers will be held accountable for conducting performance reviews of those they supervise.”

This report has been developed to assist management and HR professionals in monitoring adherence to this policy. The benefits of supervisor's conducting annual performance reviews and having regular performance discussions with their employees include:

1. Recognizing accomplishments
2. Identifying newly acquired competencies
3. Preparing individual employee development plans
4. Planning improvement where deficiencies are found
5. Goal and objective setting including linking work activities to the department's business plan.

The result of having regular performance discussions will be improved productivity and better services to the people being served.

Potential Uses

Potential uses for this report include but are not limited to:

- Identification of departments, work units and supervisors who are conducting annual reviews and complying with the policy
- Assist department heads, division directors, managers, etc. in identifying the status (i.e. completed, scheduled, past due) of performance appraisals being completed
- Utilize as an input into the performance appraisal of individuals with direct reports.

About the Information

The report includes only primary jobs (not detailed assignments) for “active” full and part-time regular and seasonal employees. Temporary and intermittent employees are excluded.