



OVERVIEW OF PAR

An introduction to the new Performance Assessment Review for Classified/Civil Service Employees and their Raters

Two Key Changes

- New Rating Scale
- New Document Format

Minor Change

- Specific Factors Rated

What Doesn't Change

- Rating Cycle
- Basics of Evaluating Employee Performance
- Need to Document that Process
- Based on Contracts (2011-2015) and Administrative Code
 - IFPTE Article 41
 - CWA Article 16

More What Doesn't Change

- Major Goals of the Unit/Work Group section
- Major Goals of the Ratee
- List of Major Job Responsibilities and Essential Criteria for Successful Accomplishment (6-10 Suggested)

Rating Scale

- PES (old system) had a Pass/Fail Rating
- PAR Has Three Levels
 - 3 Exceptional
 - Significantly exceeded original goals and objectives.
 - 2 Successful or Commendable
 - Achieved or exceeded major goals.
 - 1 Unsatisfactory
 - Failed to accomplish most major goals; original objectives were not entirely achieved.

Rating Cycle

- For this Transition Year only Begins October
- Normally -
- September 1 Job Expectations Agreement
- March 1 Interim Assessment
- August 31 Final Assessment

New Document

- Will be a downloadable pdf
- Eventually will be on-line

Job Achievement Factors (4)

- **Goal Achievement**
 - Overall extent to which employee accomplishes established Ratee goals.
- **Quality of Work**
 - Overall extent to which employee thoroughly and accurately meets the quality criteria
- **Quantity of Work**
 - Overall extent to which employee produces an acceptable amount of work as defined in the quantity criteria.
- **Timeliness**
 - Overall extent to which employee meets specified schedules and deadlines.

These are similar to the Universal Performance Factors of the PES

Job Related Factors (7)

- **Communication**
 - Effective expression of ideas, concepts or directions in individual or group situations, using supportive gestures, voice level and organization of materials. If communication is written, thoughts are expressed with appropriate grammar, organization and structure.
- **Customer Service**
 - Identifies and meets customer (internal and external) needs.
- **Job Knowledge Skills**
 - Extent to which employee knows the details of the job. Understands job and applies necessary technical knowledge and skills.

Job Related Factors (continued)

- **Managing/Valuing Diversity**
 - Builds, maintains, and/or contributes to a work environment that is fair, equitable, inclusive and cooperative in valuing individual differences such as culture, race, ethnicity, religion, gender, sexual orientation, physical attributes, lifestyles, interests, values or other differences
- **Problem Solving**
 - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Job Related Factors (continued)

- **Safety**
 - Contributes to a safe and secure working environment for self and others in the performance of the job functions and the delivery of services.
- **Teamwork**
 - Works collaboratively in a group as a team member to accomplish stated goals.

Supervisors' PAR

Has Two Additional Job Related Factors:

- **Interpersonal Skills**

- Uses interpersonal skills to take charge, direct, motivate or coordinate activities to achieve results and follow up.

- **Managing Resources**

- Identifies all physical plant, material, vendor and staff resources required to complete operational projects; uses allocated resources effectively and efficiently. Regarding staff sets performance expectations; appraises employee performance; provides feedback; develops employees; promotes cooperation and teamwork; identifies employees' needs and works with them to improve; encourages adherence to core values.

Each Factor will have Rating Guide

- **Example: Job Knowledge/Skills**
 - 1 = Rarely demonstrated any application of skills or knowledge which clearly had an adverse effect on job performance. Rarely able to answer queries. Usually did not know when to ask others for information.
 - 2 = Effectively demonstrated job knowledge and ability to answer queries. Knowledge and skills contributed to the work of the unit.
 - 3 = Demonstrated expert skills and knowledge above expectations. Stayed abreast of recent developments and changes in job's technical area or discipline. Knowledge was sought by others and thought to have significant impact on the results of the work of the unit.

Scoring the Rating - Employee

Employee PAR	Factors	Max
Universal	4	12
Job Related	7	21
	11	33

Rating Points Range	From	To
1 - Unsatisfactory	11	16
2 - Successful/Commendable	17	27
3- Exceptional	28	33

Scoring the Rating - Supervisor

Supervisor PAR	Factors	Max
Universal	4	12
Job Related	9	27
	13	39

Rating Points Range	From	To
1 - Unsatisfactory	13	19
2 - Successful/Commendable	20	32
3- Exceptional	33	39

PAR will continue to have:

- Justification Sections for Interim and Final Evaluation
- Section to record Development Plans
- Fact Sheet of Significant Performance Events
- Section for Ratee Comments
- Signatures blocks for
 - Ratee
 - Rater
 - Reviewer