

- If you **did not** complete a planning session for this evaluation session, please be sure to complete page 1 and 3 as well as page 2; provide the employee with a copy, keep a copy for your department and submit the **original to Human Resources**; please note that planning sessions should have been completed between July 1 and September 30 or within 90 days of the employee's hire date, so signature dates should be reflective of whichever of those timeframes that applies
- If you **did** complete a planning session, page 1 and 3 should already be completed and you will only be responsible for completing page 2; this should be completed on the **original copy** and submitted **to Human Resources**; be sure to provide the employee with a copy as well as keep a copy for your department; please note that new evaluation sessions are to be completed starting July 1, so **signature dates should not be prior to July 1**
- Signatures can be dated using the same date; however, if the dates differ, they should appear in the following order:
 1. Evaluating Supervisor (signs 1st)
 2. Second Level Evaluator (signs 2nd)
 3. Employee (signs last)
- If the employee has worked less than 3 calendar months prior to June 30, the supervisor can elect to choose the "not evaluated" rating which will have the same effect as a "successful" rating
- If the employee is on leave of any kind, please mail the PES document and provide postmarked documentation to Human Resources to **show proof** that it was mailed prior to the deadline of July 31; the employee is to sign the document and return it, but if this does not occur it is very important that you provide proof that it was mailed
- If the employee is hired after June 30, no PES evaluation is to be completed; however, it will be necessary to complete a PES planning within 90 days of hire