

## Employee Information

Dept/Office/Section/Unit: DCRT/Office of Management & Finance/Human Resources Division Employee Personnel #: 123456  
 Employee Name: Joe B. Davis Performance Year: 7/1/2012 - 6/30/2013  
 Employee Title: Human Resources Supervisor Evaluation Period: \_\_\_\_\_

## Overall Evaluation:

(Select only one evaluation)

- ☐ Exceptional
 ☐ Successful
 ☐ Needs Improvement/Unsuccessful  
☐ Not Evaluated
 ☐ Unrated - If Unrated, select sub-category:
 ☐ Never Rendered
 ☐ Untimely
 ☐ Violation of Chapter 10

## Planning Session (7/1 – 9/30)

Date the Planning Session was Conducted: 7/9/2012  
 Second Level Evaluator Signature: Katie Collins  
 Personnel #: 367522 Date: 7/6/2012  
 Evaluating Supervisor Signature: Sarah Newman  
 Personnel #: 127875 Date: 7/9/2012  
 Employee Signature: Joe B. Davis Date: 7/9/2012

## Interim Discussions (optional)

Date: \_\_\_\_\_ Employee/Supv Initials: \_\_\_\_\_  
 Date: \_\_\_\_\_ Employee/Supv Initials: \_\_\_\_\_

## Evaluation Session (7/1 – 8/31)

Date the Evaluation Session was Conducted: \_\_\_\_\_  
 Delivery: ☐ Hand ☐ Mail  
 Second Level Evaluator Signature: \_\_\_\_\_  
 Personnel #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Evaluating Supervisor Signature: \_\_\_\_\_  
 Personnel #: \_\_\_\_\_ Date: \_\_\_\_\_  
 Employee Signature: \_\_\_\_\_  
 Employee Statement: ☒ I have received a copy of the evaluation and understand that failure to sign will not prohibit the evaluation from becoming official for the performance year.

## Human Resources Office Use Only

Date Planning Received in Human Resources: \_\_\_\_\_ Human Resources Staff Initial: \_\_\_\_\_  
 Date Evaluation Received in Human Resources: \_\_\_\_\_ Human Resources Staff Initial: \_\_\_\_\_

Employee Name: Joe B. Davis

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**Agency Mission / Goals / Standards:**

The mission of the Office of the Lieutenant Governor (OLG) and Department of Culture, Recreation and Tourism (DCRT) is to preserve and enhance Louisiana's unique heritage and natural landscape; provide cultural, informational, and recreational resources; and promote the use of these resources by our diverse citizens and visitors.

**Department Mission / Goals:**

The mission of the Office of Management and Finance (OMF) is to provide the highest quality of fiscal, human resources, information technology services and contracts management to enhance the operations of the six offices within the Office of the Lieutenant Governor and Department of Culture, Recreation and Tourism in order to efficiently support those offices in the accomplishment of their stated goals and objectives.

**Work and Behavior Expectations (at least one each):**Bank of Expectations**a) Work Expectations**

Complies with all requirements relative to the Performance Evaluation System (PES) and OLG/DCRT's PPM #10. Recognizes when to make a decision independently and when to consult your supervisor or other staff. Keeps staff informed of all laws, procedures or programs pertinent to operations; quickly institutes appropriate changes to procedure forms, work flow, etc., mandated by higher authority. Consistently and evenly enforces all rules, regulations and standards relative to employee performance and behavior. Maintains the confidentiality of human resources and/or other sensitive information.

Through the supervision of subordinate staff, manage and ensure the efficient operations of the following programs: Payroll; Recruiting; and Performance Evaluation System (PES). Ensure that all subordinates have received the training necessary to perform their duties accurately. Consistently monitor to ensure that staff members are complying with issued directives and meeting their assigned deadlines, such that work assignments do not linger unnecessarily. Ensure that there is adequate staffing in the Division prior to approving leave requests. Work to develop solutions/alternatives to assist OLG/DCRT executive staff in addressing issues related to your program areas.

**b) Behavior Expectations**

Complies with all aspects of PPM #42, Attendance and Leave Policy, including but not limited to accurately recording work/leave hours on time sheet; consistently reporting to work on time; and requesting and receiving approval for leave and overtime in advance. Independently follows through on your assigned tasks to completion and reports results to your supervisor without undue oversight; immediately notifies supervisor when problems arise. Is receptive to the ideas, suggestions and constructive feedback of your supervisor and others. Maintains good working relationships and a spirit of teamwork in your interactions with agency personnel. Willingly accepts new assignments, special projects and changes in procedures. Expresses any concerns to your supervisor in a respectful and calm manner. Provides effective, courteous and timely service to both internal and external clients. Effectively conveys information verbally and in writing. Utilizes correct spelling, punctuation and proper grammar for all written communications; proofreads such correspondence so as to prevent avoidable errors. Responds to questions with accurate, concise and relevant information. Maintains a courteous and professional demeanor in all communications.

Continuously seek more efficient methods of accomplishing work, meeting goals, communicating information to customers, etc. and implement changes where appropriate. Refrain from excessive socializing, office gossip, personal cell phone and Internet usage as it is unproductive and deters from you the work at hand. Minimize leave usage and schedule leave in advance (when possible) so as to ensure that the Division is sufficiently staffed to respond to our customers' needs in a timely manner.

**Documentation / Comments ( attach supporting documentation):**

- a) Documentation/Comments related to Work
- b) Documentation/Comments related to Behavior