

Annual Evaluation of State CSEA (Classified) Staff

The CSEA agreement requires that each State CSEA employee must be evaluated annually, though supervisors have the option to also do evaluations at the six-month mark. The performance program and the performance appraisal (evaluation) are completed on a single form, which can be downloaded [here](#). Evaluations are due on each anniversary of the employee's hire date. At the beginning of each annual evaluation period, the supervisor outlines the tasks which the incumbent is expected to perform during the coming year (section 2A). At the end of the evaluation period, the supervisor indicates whether and how the employee's performance exceeded, met, or failed to meet expectations (section 2B) and rates overall performance as satisfactory or unsatisfactory.

The performance appraisal is shared with the employee and provides an opportunity for discussion and feedback. Performance programs and evaluations are a vital and meaningful component of the employment relationship and are key to good communication between the employee and supervisor.