

Performance Evaluation



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| Course Number: | MTS NC 401 | Scheduled Sessions: |
| Cost Per Person: | No Charge/Participating, \$188/Non-Participating | 7/19/18 |
| Eligibility: | Managers & Supervisors | 10/4/18 |
| Instructor: | Kim Hanson | 12/11/18 |
| Length: | 8:30 am - 4:30 pm | 2/22/19 |
| Certificate Series: | Leadership Development Certificate | 4/2/19 |
| Location: | Des Moines, Hoover State Office Building, Level A | |

Overview:

This course focuses on teaching you how to provide and deliver effective employee performance evaluations. Performance evaluation is discussed as a process and not just a one-time event, and provides your agency with the foundation for an effective performance evaluation system.

Objectives:

- Identify personal assumptions regarding employee evaluation
- Review the purpose of the performance evaluation process
- Identify standards for goals, performance criteria, action steps and timetables
- Discuss methods to provide positive and negative feedback
- Review methods to conduct the performance evaluation conference