

- (1) A MID-YEAR PERFORMANCE APPRAISAL; AND
- (2) AN END-OF-YEAR PERFORMANCE APPRAISAL WITH AN OVERALL PERFORMANCE RATING.

(B) AN EMPLOYEE'S PERFORMANCE MAY BE RATED ON A PERFORMANCE APPRAISAL AS FOLLOWS:

- (1) OUTSTANDING;
- (2) EXCEEDS STANDARDS;
- (3) MEETS STANDARDS;
- (4) NEEDS IMPROVEMENT; OR
- (5) UNSATISFACTORY.

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(A) (1) A SUPERVISOR SHALL PREPARE A PRELIMINARY PERFORMANCE APPRAISAL FOR EACH EMPLOYEE FOR WHICH THE SUPERVISOR HAS PRIMARY DIRECT RESPONSIBILITY.

(2) AN APPOINTING AUTHORITY MAY REVIEW A PRELIMINARY APPRAISAL BEFORE THE SUPERVISOR PRESENTS IT TO THE EMPLOYEE.

(B) EACH EMPLOYEE SHALL PARTICIPATE IN THE EMPLOYEE'S PERFORMANCE APPRAISAL BY PREPARING A SELF-ASSESSMENT THAT:

- (1) EVALUATES THE EMPLOYEE'S PERFORMANCE DURING A RATING PERIOD;
- (2) INDICATES THE EMPLOYEE'S SUGGESTIONS FOR WAYS THAT THE EMPLOYEE AND THE EMPLOYEE'S SUPERVISOR CAN ENHANCE THE EMPLOYEE'S CONTRIBUTION TO THE UNIT'S MISSION, GOALS, AND OBJECTIVES; AND
- (3) SUGGESTS TRAINING OR OTHER METHODS TO PROMOTE THE DEVELOPMENT OF THE EMPLOYEE'S CAREER OBJECTIVES IN THE UNIT.

(C) (1) AN EMPLOYEE AND THE EMPLOYEE'S SUPERVISOR SHALL REVIEW AND DISCUSS THE EMPLOYEE'S SELF-ASSESSMENT AND THE SUPERVISOR'S ASSESSMENT.

(2) THE EMPLOYEE SHALL BE NOTIFIED, AS PROVIDED IN REGULATIONS ADOPTED BY THE SECRETARY, PRIOR TO THE DATE OF THE REVIEW AND THE DISCUSSION.

(3) THE PURPOSE OF THE REVIEW AND DISCUSSION IS TO:

(4) (1) PROMOTE AGREEMENT AND UNDERSTANDING ABOUT THE ASSESSMENTS OF THE EMPLOYEE AND SUPERVISOR AND TO AID THE SUPERVISOR IN DETERMINING THE FINAL RATINGS FOR THE PERFORMANCE APPRAISAL; AND