Oregon
John Kitzhaber, Governor

Department of Corrections
Human Resources Division
2767 22nd St. SE
Salem, OR 97302

TO: Immediate Supervisor

FROM: Personnel Records

SUBJECT: Performance Appraisals – Represented/Management Employees

Performance appraisals must be completed prior to the due date. Failure to provide employees with timely performance appraisals is contrary to Department of Corrections Policies as well as Union contracts.

For *Management Service* employees: Please see DOC Policy #20.5.3 – Performance Planning, for information on how to complete the evaluation.

When completing performance appraisals for security employees, identify each post the employee was assigned to during the rating period.

Any training completed by the employee during this rating period should be typed on a separate sheet of paper and not included in the body of the performance appraisal. The department training records files are kept at the DOC Professional Development Unit. Be sure to send any training records that need to be included in the employee's training file to the Staff Training Unit, 2575 Center Street NE, Salem 97301.

The employee **POSITION DESCRIPTION, SECURITY DUTIES DIFFERENTIAL (if applicable) and EMERGENCY CONTACT INFORMATION FORM** require review at this time and a copy should be maintained in the employee's working file. If updates are necessary please forward a revised position description complete with organizational chart and signatures to Human Resources and keep a copy for the employee's working file. Please review each document with the employee for accuracy. If the employee reports any changes, please forward an updated copy of the form along with the completed Performance Appraisal.

Give one copy of the completed Performance Appraisal to the employee and file the original in the employee's working file. Please send a copy of the appraisal along with any updated forms to: **Personnel Records, 2767 22nd St, SE, Salem 97302.**

If you have any questions, please contact your Human Resources Manager.

Thank you,

Personnel Records