The evaluation form for management and executive service is different than the performance evaluation form used by Represented staff. Management and executive service employees are evaluated on performance objectives and expectations per DOC Policy 20.5.3.

The supervisor meets with the employee to establish a Performance Plan for the year using the Management & Executive Service Performance Plan and Evaluation form.

Affirmative Action language has been added to the form for those in management and executive service who are supervising other employees. This requirement is based on ORS 659A.012, which requires state agencies “…to include in the evaluation of management and executive personnel the manager’s or supervisor’s effectiveness in achieving affirmative action objectives as a key consideration of the manager’s or supervisor’s performance.” This requirement was strengthened by Executive Order 05-01 and amended by Executive Order 08-18, which required DAS to conduct periodic audits of agencies to determine compliance. The new supervisory form includes a Performance Objective/Measure for Respectful Workplace, Cultural Competency and Affirmative Action. The specific goals are at the discretion of the supervisor of the management or executive service employee. Potential examples are included on the form.

The supervisor will periodically meet with the employee during the course of the year to determine if the employee is able to accomplish the Performance Objectives and Measures. With input from the employee, revisions to the plan can be made during the course of the year.

At the end of the year, the final evaluation is given and signed off by the employee, supervisor and reviewer. At this point, the process starts over again, and a new Management and Executive Service Performance Plan and Evaluation form is created for the next year.

Things to keep in mind:

- The Performance Plan is mutually created.
- The Performance Objectives and Measures are designed to strengthen individual performance to further the mission, vision and values of the department.
- Performance Planning activities are motivational.
- Performance Plan will include specific measures which state what is to be accomplished, by whom and when.
- Performance Planning is continuous and conversations are on-going.
- Performance Planning activities reinforce positive long-term relationships.

(See information on next page)
Following are links to documents, which will assist you with creating a Management and Executive Service Performance Plan and Evaluation. The links include a sample form, blank evaluation form, DOC Mission, Vision and Core Values, and Performance policy, the Governor’s executive orders, and other documents required with the evaluation.

For additional assistance, please contact your HR Manager.

**DOC Policy 20.5.3, Performance Planning**

**DOC Mission, Vision, Core Values**

**Mgmt & Exec Perf Plan & Eval**

**Executive Order No. 05-01 Affirmative Action**

**Executive Order No. 08-18 Amending Executive Order 05-01 Relating to Affirmative Action**

**DOC Employee Emergency Information Record**

*A sample Mgmt & Exec Perf Plan & Evaluation can be found on the U drive at:*
\docglobal\universal\General Information\Forms\HR Forms_Personnel Records Forms\Performance Evaluations\Management & Executive Service\Sample Mgmt & Exec Perf Plan & Eval.doc