



# Oregon

Tina Kotek, Governor

Department of Administrative Services

Chief Human Resources Office

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## MEMORANDUM

**To:** Agency Heads and Agency Human Resources Directors  
**From:** Jessica Knieling, Chief Human Resources Officer  
**Date:** 2/6/2024  
**Subject:** Addendum A – Performance Management Process policy  
50.035.01

***Boldened and italicized*** text reflects revisions and additions to current policy language.

### **Policy Statement:**

The performance management process is a tool to assist managers and supervisors in managing the performance of their subordinates by promoting employee understanding of successful job performance and commitment to the objectives and goals critical to the success of their agency.

**Policy Authority:** ORS 240.086(1); 240.145(3); 240.212; 240.240; 240.430; 659A.012(1); and OAR 115-045-0020

**Applicability:** Classified unrepresented, management service, unclassified (executive) service, and unclassified unrepresented employees.

**Attachments:** None

### **Policy Amendments**

Effective February 8, 2024, the Performance Management Process policy 50.035.01 is amended as follows:

***(1)(b) Managers who are new to Oregon state government or promoted into a supervisory management position shall complete the required training as outlined in the Performance Accountability & Feedback Model Checklist.***

***(1)(c) The first check-in with subordinate employees shall be completed as outlined in the Performance Accountability & Feedback Model Checklist.***



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**(1)(d)** The Performance Accountability & Feedback check-in's shall be completed quarterly and documented in Workday. ***The quarterly check-in cycle shall be followed as outlined in the Performance Accountability & Feedback Model Checklist.***

Questions should be sent to [CHRO.Policy@oregon.gov](mailto:CHRO.Policy@oregon.gov)