**Tips for completing the Annual Review**

* Annual reviews are to be completed between the focal point period of October 1st – December 31st for every State of Kansas classified employee.
* Review any notes or documentation that you compiled during coaching sessions and/or the Midyear review before you get started to remind you what you have been working on with the employee throughout the year.
* Complete the table for the task objectives on page 1. Did the employee meet or exceed your expectations? Make notes in the annual review box explaining how the employee performed on each task objective.
* Essential Requirements on page 3. The employee must meet expectations on both; if not their overall annual review rating will be unsatisfactory. Provide an example of how they performed on Dependability and Agency Values.
* Competencies: Complete the table at the top of page 2 where you documented the competencies for the employee to develop during the review period. Specifically the third column called “Annual Performance Review” needs to be completed.
* Competencies: Complete pages 4-7. All employees must be rated on the five core competencies and any additional agency competencies that may have established at the beginning of the review period.
	+ Did the employee demonstrate the levels for each competency that you established for them during the Performance Planning session? Check the box that matches the level you think the employee demonstrated and provide an example.
* Remember supervisors/managers have an additional two behaviors they must be evaluated on.
* Complete the summary discussion points on page 8 regarding Additional Accomplishments, Major Strengths, and Areas for Improvement.
* Using all of the information that you provided on the form, select the overall rating which best fits the employee’s performance for the review period.
* When scheduling the Annual Review Meeting:
	+ Select a time that works well for both you and the employee.
	+ Encourage an open dialogue with the employee.
	+ Always give constructive feedback, ensuring that the employee understands the meeting that just took place.
	+ The employee should leave with a better insight and understanding of your expectations of them.
* For more information on completing the annual review please review pages 17-24 of the *Managers Resource Guide* which can be found at the following website: [www.da.ks.gov/pmp](http://www.da.ks.gov/pmp)