



## FAQ – PERFORMANCE EVALUATIONS

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Q: What is the purpose of a performance evaluation?

**A: To encourage communication about job performance between the supervisor and his or her reporting staff members. It is also a time to discuss:**

- the quality or quantity of work accomplished by the employee
- the employee's performance goals and performance enhancement
- the employee's personal and development goals for his/her job or career
- the department and/or divisions' goals

Q: Why is the City of Idaho Falls doing annual performance evaluations?

**A: The performance evaluation process is a powerful tool to help employees understand the importance of their contributions and to better align their individual work with their Division, Department, and the overall City's goals. To help encourage specific goals for the evaluation period so the employee and the supervisor are working cooperatively to achieve the goals.**

Q: Who has access to my evaluation?

**A: Only you, your supervisors, and staff members on a need-to-know basis (HR employees who process evaluations and members of the City Attorney's office who may need to answer legal questions about process, law, or fairness) have access to your evaluation.**

Q: Can anyone else (or the press) get a copy of my evaluation?

**A: No. The Idaho Public Records Law prohibits disclosure to someone who requests the evaluations or testing unless you give written authorization for someone to have access to your evaluation or a court orders the disclosure. See Idaho Code 74-106(1).**

Q: What is a self-evaluation?

**A: A self-evaluation is a great opportunity for employees to honestly and objectively consider and document their performance. It is an employee's thoughtful review of his or her performance during the evaluation cycle.**

Q: What is the purpose of a self-evaluation?

**A: To provide an opportunity for the employee to have an active role in the evaluation**

process, rather than simply being the recipient of feedback from a supervisor. Following are other reasons for a self-evaluation:

- to help open up the conversation between the employee and his/her supervisor during the performance evaluation meeting
- to allow the employee the opportunity to highlight any obstacle they overcame to improve their performance from a prior review period
- to allow the employee a chance to address any concerns and struggles they may have as they relate to the job
- to provide the employee an opportunity to document their accomplishments and strengths

Q. What are the benefits of a self-evaluation?

**A. A self-evaluation provides an opportunity for the employee to be involved and enables the employee to honestly assess his/her strengths and also areas he/she needs to improve. It also helps the employee to participate more constructively in the evaluation meeting with his/her supervisor. It also gives the employee a venue to discuss their long-term career interests and to develop ideas for growth and professional development.**

Q: Will my self-evaluation be placed in my personnel file?

**A: Yes.**

Q: Can I decline to complete a self-evaluation?

**A: Yes; however, your supervisor will still complete the evaluation of your performance without your input. Refusal to complete the self-evaluation must be solely the employee's determination.**

Q: Can I decline to participate in the evaluation process?

**A: Yes; however, your supervisor will still evaluate your performance without your input.**

Q: What if I disagree with my supervisor's evaluation?

**A: You may request that your explanation of your disagreement be placed in your personnel file but you may not use the grievance process to protest the difference.**