

IMMEDIATE  
SUPERVISOR

- REVIEW TASK & DUTIES AND MAKE CHANGES IF NECESSARY
- REVIEW GOALS AND STANDARDS AND MAKE CHANGES IF NECESSARY
- RATE EMPLOYEE
- CREATE GOALS FOR NEXT YEAR
- SAVE FILE IN THE FOLLOWING FORMAT: EMPLOYEE FIRST INITIAL FULL LAST NAME2009
- EMAIL TO SECOND SUPERVISOR **BY FEBRUARY 26, 2010**

SECOND  
SUPERVISOR

- REVIEW AND MAKE CHANGES IF NECESSARY
- EMAIL TO HUMAN RESOURCES AT HUMANRESOURCES@CCPRC.COM BY **MARCH 26, 2010**

HUMAN  
RESOURCES

- REVIEW AND NOTIFY SUPERVISORS OF ANY NEEDED CHANGES
- MAKE CHANGES IF NECESSARY
- PRINT EVALUATION , SIGN AND ROUTE TO SECOND SUPERVISOR BY **APRIL 29, 2010**

SECOND  
SUPERVISOR

- SIGN EVALUATION
- ROUTE TO IMMEDIATE SUPERVISOR

IMMEDIATE  
SUPERVISOR

- REVIEW WITH EMPLOYEE AND SET EMPLOYEE GOAL FOR NEXT YEAR
- SUPERVISOR AND EMPLOYEE SIGN DOCUMENT
- RETURN HARD COPY TO HUMAN RESOURCES BY **MAY 28, 2010**

HUMAN  
RESOURCES

- PLACE EVALUATION IN PERSONNEL FILE