

## MANAGEMENT PERSONNEL PLAN (MPP) EMPLOYEE PERFORMANCE EVALUATION OVERVIEW

The evaluation of MPP employees is an ongoing process. Formal evaluations occur at the first 6 months and 1 year of service, and subsequently on an annual basis. Evaluations are broken down into different parts that address the following:

### PART A – 21 DAYS – MPP EMPLOYEE SELF-EVALUATION

1. **Goals:** Select goal(s) and update final goal progress achieved over the specified evaluation period.
2. **Competencies:** Complete the competency narrative and provide observable examples that demonstrate the applicable competency.
3. **Contributions:** Summarize major contributions & accomplishments achieved over the specified evaluation period.

### PART B – 40 DAYS – MPP HEERA MANAGER EVALUATION

1. **Goals:** Review and rate the MPP's goal progress.
2. **Competencies:** Evaluate and rate the MPP's narrative on observable examples that demonstrate the applicable competency.
3. **Contributions (read-only):** MPP's summary of major contributions & accomplishments achieved.
4. **Overall Performance:** Provide a summary evaluation of the MPP's overall performance and contributions.
5. **Summary:** A preview of the ratings summary will display the overall rating score as determined by the HEERA Manager. For rating purposes, Goal and Competency Ratings are weighed equally.

### PART C – 24 DAYS – MPP REVIEW DISCUSSION AND HEERA MANAGER SIGNATURE

- **Review Discussion:** This is an opportunity for the HEERA Manager to schedule a meeting and discuss the evaluation with the MPP Employee. HEERA Manager should consider the MPP's input for any appropriate modifications to the above sections.
- **Overall Rating Summary:** The ratings summary will display the final overall rating score as determined by the HEERA Manager.
- **HEERA Manager Signature:** Confirms content is finalized in reflection of the MPP's input, discussion, and evaluation of the MPP's work performance.

### PART D – 7 DAYS – MPP EMPLOYEE SIGNATURE

- **Review Read-Only Version:** Upon discussion with the HEERA Manager, the MPP Employee should request to reopen Part C if any modifications need to be made.
- **Overall Rating Summary:** A ratings summary will display the final overall rating score as determined by the HEERA Manager.
- **Employee Signature:** Acknowledges receipt of the performance evaluation and does not necessarily represent agreement with the contents.

The MPP Employee, HEERA Manager, VP, President, and ELR will be able to access a copy of this evaluation within the Cornerstone platform after all appropriate signatures have been obtained. For guidance and support with the performance evaluation process, please contact ELR.