



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET
May 15, 1995—Revised January, 2006

Performance Review Instructions

On the attached Performance Review, please complete all sections that apply. Record and/or attach documentation of performance events, and any suggestions for career development or growth. Finally, please be guided by the following points:

- At a minimum, please write a summary review of employees' performance, even if to just explain that their work met expectations overall.
- If it is helpful, the Performance Review form may be used by both evaluators and employees *at any time* during the review period to document performance events. Specific performance event documentation may also include, for example, letters of commendation, marked-up work products, and printed e-mail.
- Employees are encouraged to do self-reviews and document performance events for consideration by their reviewers.
- Remember, if you are unsure about how to document a performance event or how to handle any other part of Performance Review please do not hesitate to call your agency Human Resource office or Human Resource Management.