

HUMAN RESOURCES BRANCH NEWSLETTER

Supervisors and Managers/January 2019

FEBRUARY IS FORMAL FEEDBACK MONTH!

It is Performance Appraisal season here at the CDFW and HRB would like to remind you of some best practices!

REMINDER: Individual Development Plans (IDP) are no longer required for SEIU employees and we now have two separate forms – the [Performance Appraisal Summary \(PAS\) STD 638](#) and the [IDP STD 637](#).

Per Departmental Policy ([OPS Manual Section 12648.3](#)), the PAS must be completed for *all permanent employees* annually in February.

A key point to remember: Performance Appraisals are not disciplinary. Rather, they are used to provide your staff feedback with the intention to both praise their good work and provide opportunities for growth and development. Please use this time to (1) show your all-stars some appreciation with some awesome positive feedback and (2) assist struggling staff by clearly identifying weaknesses and providing tools, resources, and training for improvement.

Additionally, now is a great time to review policies, update those [Emergency Information Forms](#), and re-issue your Standards of Operating Procedures (SOPs) to your unit. Don't have an SOP? No problem! Now is a great time to put one together (Check out this [sample SOP!](#)).

Lastly, February is when your supervisor's file really comes in handy, so take advantage of all your documentation as you complete this year's appraisals. If you haven't been maintaining one, now is the perfect time to start! Review the

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"Supervisor's Files" section below to get started on your file or use it as a refresher.

Supervisor's Files

Sometimes referred to as a "Drop File", the Supervisor's File is your record of an employee's performance and is an invaluable tool for completing reports, giving recognition and references, and reminding yourself of your employee's performance and prior performance evaluations.

Each of your staff should have their own file; include documentation such as (but not limited to) duty statements, notes about any performance discussions you've had with the employee, any expectations memos provided to the employee, recognition (including compliments received from customers or coworkers), and sample work products (both good and bad).

Remember, your file is NOT confidential and can be viewed by the employee or his/her representative upon request. So, keep your documentation thorough, professional, and fair (nothing in this file should be a surprise to the employee).

*Now is a great time to review
policies and re-issue your
SOPs with your unit*

POLICIES TO RENEW ANNUALLY

- [All in one convenient location – the CDFW All Policies Package](#)

And don't forget: make sure your [Duty Statements](#) are up to date (including in the latest 2014 format!) and get those [Emergency Information](#) forms updated!

NOTE: PLEASE OPEN ATTACHMENT FOR PRINTER FRIENDLY VERSION AND ACCESS TO LINKS