

Human Resources Branch Memorandum

SUBJECT: 2021 Annual Performance Appraisals	NUMBER: HRB 21-003
	DATE ISSUED: January 29, 2021
DISTRIBUTION: CDFW Supervisors and Managers	EXPIRES: Until Superseded

Action Required Informational Only Control Agency Directive

Purpose

The purpose of this memorandum is to remind supervisors and managers of the Annual Performance Appraisals process. Departmental policy requires all supervisors and managers to complete this process annually in February.

Authorities

- [Memorandum of Understanding for Bargaining Units 1, 4, 11, and 14](#)
- [California Department of Fish and Wildlife Operations Manual Section 12648.3](#)
- [California Code of Regulations Section 599.798](#)

Process

Performance Appraisals and Individual Development Plans (IDP) must be completed for all permanent CDFW employees and submitted to the employee's Official Personnel File (OPF) by **February 26, 2021**.

All forms and resources can be found in the [Supervisory Toolkit, on the Resources Page, under "Appraisals and Probation Reports"](#).

For best practices, please check out the [January 2019 Newsletter "February is Formal Feedback Month"](#).

If you have staff who are currently deployed on a contact tracing assignment, please work in consultation with their contact tracing supervisor to complete the Performance Appraisal.

Contacts

If you have any further questions, please contact your Performance Management Unit analyst in the Human Resources Branch.