From: Sonya Hayes
To: Foster Hughes
Subject: Performance Evaluations
Date: Thursday, December 5, 2019 9:38:04 AM
Attachments: Parks & Recreation.pdf
Peformance Evaluation Guidelines January -December 2019.pdf
Accessing and Downloading Performance Evaluation Templates.pdf

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Good Morning,

The following documents have been attached to assist you in completing Performance Evaluations for the **rating period to include January 1, 2019 through December 31, 2019:**

- **Performance Evaluation Guidelines (January 2019 – December 2019)**
- **Department Position List and Corresponding Performance Evaluation Forms**
- **Accessing and Downloading Performance Evaluation Templates**

To access the template, open a web browser (Google Chrome, Internet Explorer, etc.) and navigate to https://newbernnc.sharepoint.com .

The Supervisor Comment and Employee Comment sections following each Core Competency will only allow for three (3) lines of text. If additional space is needed for comments, please attach a Word document.

When the Supervisor Rating for each Core Competency is entered, the rating will populate in the Score Summary table. The table is set to calculate Total and Overall Scores.

Completed Performance Evaluations cannot be saved in SharePoint. When the necessary edits are made, the file should be saved in your Documents location.

Please do not submit handwritten Performance Evaluations.

If you have questions, please do not hesitate to contact me.

Thanks!

Sonya

NEW BERN
NORTH CAROLINA
Everything comes together here

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NOTE: Please be advised, City of New Bern email addresses changed to user@newbernnc.gov as of October 23rd 2018. Please update your address book accordingly. Thank you for your assistance with this change. ---

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