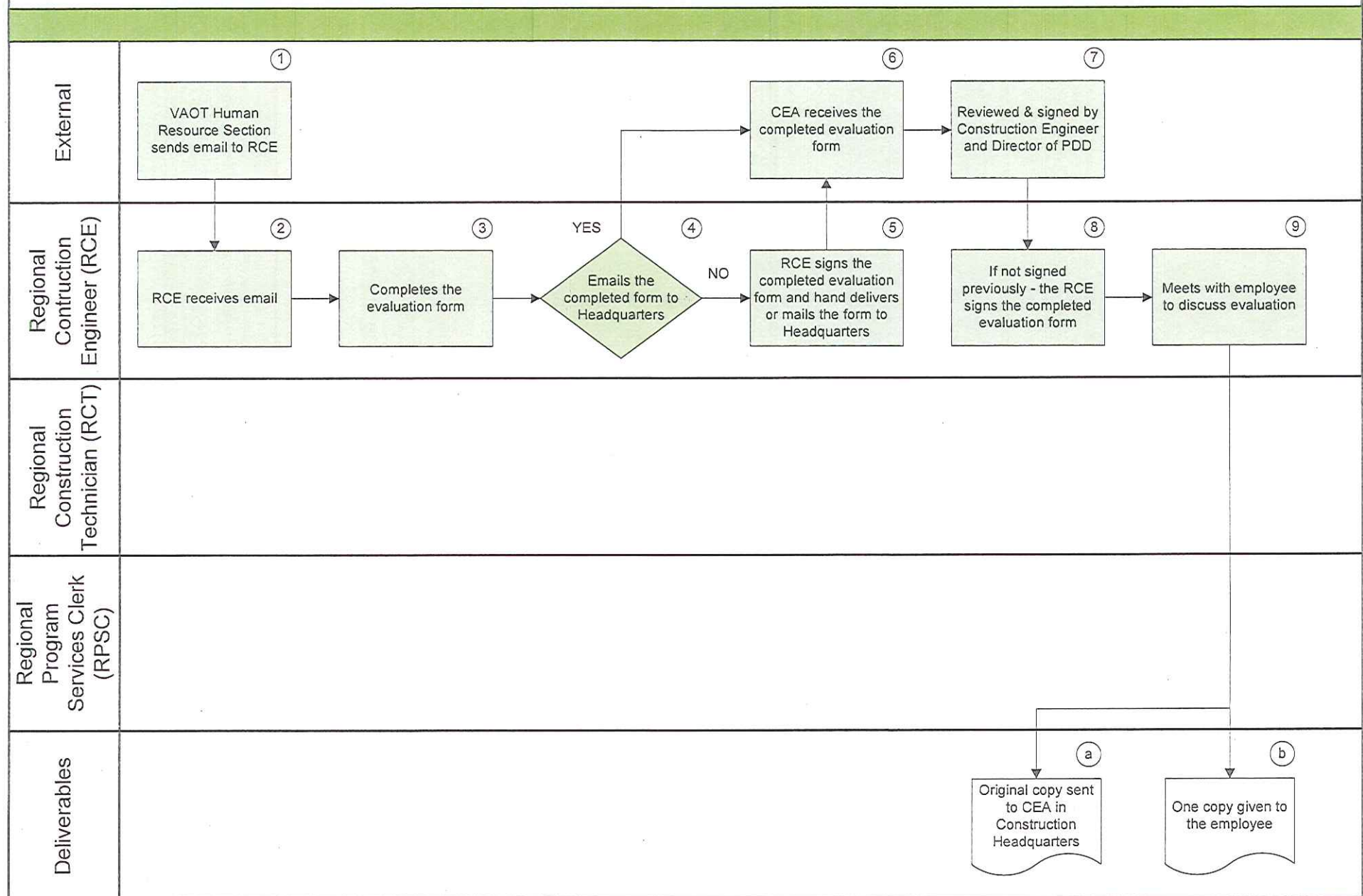


Tab 3

# Annual Personnel Evaluation Process



**Annual Personnel Evaluation Process**  
**Work Instructions**

Revision Date: April 19, 2012  
Revision No: 1  
Author: NE Region

Process Steps	Available Step Aides	Key Activities	Points of Interest
1. Vermont Agency of Transportation (VAOT) Human Resource Section sends email to Regional Construction Engineer (RCE)		VAOT Human Resource Section sends email to RCE stating that evaluations are due with the corresponding due dates	
2. Regional Construction Engineer (RCE) receives email		RCE receives email from the VAOT Human Resources reminding the RCE of any performance evaluations that are due in the next 60 days. This email lists the due date of the evaluation. The evaluation must be completed and signed by all parties by the presumptive date. After that date, the rating will be considered presumptive, meaning that the employee shall be granted an annual overall rating equal to their last annual rating, but not less than a rating of satisfactory. If an evaluation is not completed by the presumptive date, a separate email will be sent that lists evaluations that have fallen into this category.	If the time for the evaluation has passed a separate email is sent that states the evaluation is in the 45 day grace period and lists the presumptive date for the evaluation. Evaluation emails are sent out by the VAOT Human Resources every two weeks.
3. Regional Construction Engineer (RCE) completes the evaluation form		The RCE completes all sections of the evaluation form. The RCE may solicit comments from a Resident Engineer (RE) that the employee worked for during the evaluation period, or another RCE that may have overseen the employee part of the year	Evaluation forms for each position can be obtained by contacting the Construction Executive Assistant (CEA).
4. Regional Construction Engineer (RCE) Emails the completed evaluation form to Construction Headquarters		If the RCE emails the completed evaluation form to headquarters then he/she will wait to sign the document until it is returned to the region.	
5. Regional Construction Engineer (RCE) hand delivers or mails via the postal service the completed evaluation form to Construction Headquarters		If the RCE hand delivers or mails the completed evaluation form to headquarters then he/she will sign the document prior to delivering it to headquarters.	

**Annual Personnel Evaluation Process**  
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Process Steps (cont'd)	Available Step Aides	Key Activities	Points of Interest
6. Regional Construction Engineer (RCE) sends the completed form to the Construction Executive Assistant (CEA)		The RCE sends the completed evaluation to the CEA in Construction Headquarters by either hand delivery, postal mail, or as an attachment in an email.	
7. Evaluation is reviewed and signed by both the Construction Engineer and the Director of Program Development Division (PDD)		The CEA delivers the completed evaluation(s) to the Construction Engineer and then the Director of PDD for their review, comment, and signature.	
8. If the evaluation was not signed previously - the Regional Construction Engineer (RCE) will sign the completed evaluation form after it arrives back in the region		If the evaluation was not signed previously - the RCE will sign the completed evaluation form after it arrives back in the region	
9. Regional Construction Engineer (RCE) sets up a time to meet with the employee to discuss the evaluation		Once the evaluation(s) has been signed by the RCE and the Director of PDD the RCE will set up a time to discuss the evaluation with the employee.	
Deliverables	Available Step Aides	Key Activities	Points of Interest
a. The original copy is sent to Construction Executive Assistant (CEA) in Construction Headquarters		Once signed by the employee the original and one hard copy of the evaluation should be sent back to CEA in Construction Headquarters.	The employee's signature on the evaluation form does not constitute concurrence, only receipt of the document.
b. One copy of the evaluation is given to the employee		A hard copy of the signed evaluation should be provided to the employee.	