

DEPARTMENT OF ATTORNEY GENERAL
ASSISTANT ATTORNEY GENERAL
PERFORMANCE MANAGEMENT AND COMPETENCY RATING FORM

INSTRUCTIONS

- A. This form is used in accordance with Civil Service Commission Rule 2-3 and Civil Service Regulation 2.06 to document performance factors and objectives, required competencies, and the supervisor's evaluation of the employee's performance for: (1) probationary ratings, (2) progress reviews, and (3) annual ratings. This form is used for staff, senior and specialist attorneys, and attorney administrators.
- B. A probationary period is required upon: (1) hire, (2) promotion, and (3) lateral job change between departments to a different classification. A probationary period is not required, but may be established for a reinstatement or demotion.
- C. A full-time probationary employee shall be rated upon completion of six months and twelve months of service. Less than full-time probationary employees shall be rated upon completion of nine months and eighteen months of service. New hires without status shall also be rated upon completion of three months of employment.
- D. The supervisor or supervisor and employee must establish performance factors or objectives setting forth expectations for the rating period. Performance objectives should be briefly stated but specifically defined and should include expected outcomes. All relevant competencies must also be identified. Competencies measure behaviors or how the employee accomplishes the objectives. To obtain the competency rating scales associated with the twelve competencies defined on pages 3 and 4 of this form, see Civil Service Web site <http://www.michigan.gov/mdcs/0,1607,7-147-6875-22736--,00.html#CS1762>.
- E. At the beginning of each rating period, the supervisor must review the performance factors, objectives, and competencies with the employee and explain that they set the performance expectations for the rating period. The employee and supervisor must sign and date the form and retain a copy.
- F. The supervisor should provide regular performance feedback to the employee. Formal progress reviews may be given during the course of the annual review period.
- G. At the end of the review period, the supervisor shall evaluate the employee's performance and assign an overall rating. The employee's achievements in relation to the performance factors (what was accomplished) and the competency evaluation (how the objectives were accomplished) must be considered in determining the employee's rating. The supervisor's evaluation must be documented on the form. The supervisor must discuss the evaluation with the employee.
- H. **The probationary rating categories are "Unsatisfactory," "Meets Expectations," and "High Performing."** Meets Expectations and High Performing are satisfactory ratings. An Unsatisfactory probationary rating is discipline and may be the basis for additional discipline, up to and including dismissal.
- I. **The annual rating categories are "Needs Improvement," "Meets Expectations," and "High Performing."** A Needs Improvement rating is not discipline. If a Needs Improvement rating is issued, the appointing authority shall establish a plan for improving the employee's performance or behavior.
- J. All ratings must be completed within twenty-eight calendar days of the end of the rating period.
- K. The supervisor and employee must sign and date the rating as evidence of the review. The appointing authority must sign and date Unsatisfactory probationary ratings and Needs Improvement annual ratings.
- L. The appointing authority must notify the State Personnel Director of any Unsatisfactory ratings within twenty-eight calendar days of the rating.

State of Michigan
Civil Service Commission
Office of Classifications, Selections, and Compensation
P.O. Box 30002, Lansing, MI 48909

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Information and instructions for conducting probationary and annual reviews and evaluations are found in Civil Service Regulation 2.06, available from all human resource offices and the Civil Service Commission Web site, at www.michigan.gov/mdcs.

Name	Employee I.D. No.	Position Code
Classification		Department/Agency/Bureau/Division
Supervisor's Name	Supervisor I.D. No.	Rating Period Start/End Dates From: _____ To: _____

REVIEW OF PERFORMANCE FACTORS AND COMPETENCIES

<p>I certify that I have reviewed the performance factors and competencies identified on this form and received a copy.</p> <p>_____</p> <p style="text-align: center;">Employee's Signature and Date</p>	<p>I certify that the performance factors and competencies identified on this form provide the basis for evaluating this employee's performance during this rating period.</p> <p>_____</p> <p style="text-align: center;">Supervisor's Signature and Date</p>
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PROBATIONARY RATING

<input type="checkbox"/> 3 MONTH (NEW HIRE)	<input type="checkbox"/> 6 MONTH	<input type="checkbox"/> 9 MONTH (PART-TIME)
<input type="checkbox"/> 12 MONTH	<input type="checkbox"/> 18 MONTH (PART-TIME)	<input type="checkbox"/> OTHER _____
RATING: <input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Meets Expectations	<input type="checkbox"/> High Performing

PROGRESS REVIEW

I certify that I have had a progress review and discussed my performance with my supervisor. My signature reflects only that a meeting occurred.

Employee's Signature and Date

I certify that the employee's progress has been reviewed with the employee.

Supervisor's Signature and Date

ANNUAL RATING

RATING: **Needs Improvement** **Meets Expectations** **High Performing**

I certify that I have had the opportunity to review this rating and understand that I am to receive a copy of it. I understand that my signature does not necessarily mean that I agree with the rating.

Employee's Signature and Date

I certify that this rating report constitutes my evaluation of the performance of this employee for the period covered.

Supervisor's Signature and Date

I certify that I have reviewed this evaluation and concur with the rating given. **(Required only if rating is Needs Improvement or Unsatisfactory.)**

Appointing Authority's Signature and Date

Name	Rating Period From: _____ To: _____
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PERFORMANCE OBJECTIVES AND EVALUATION

List the performance factors/objectives and accomplishments expected during the rating period. Revise and add factors/objectives, as necessary, throughout the rating period. Upon completion of the rating period, summarize the employee's accomplishments and performance.

Performance Factors/Objectives	Evaluation

Name	Rating Period From:	To:
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ASSISTANT ATTORNEY GENERAL COMPETENCIES

Competencies are defined as the ability, skill, knowledge, and motivation needed for success on the job. All relevant competencies (suggested minimum of five) should be evaluated.

RATING CATEGORIES

Probationary: **US — Unsatisfactory** **ME — Meets Expectations (Satisfactory)** **HP — High Performing (Satisfactory)**

Annual: **NI — Needs Improvement** **ME — Meets Expectations** **HP — High Performing**

CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
<input type="checkbox"/>	<p><u>Case/Workload Management</u> — Demonstrates understanding of the elements of each assignment, the involved legal and factual theories, the client's needs, and the public's concerns. Recognizes time and preparatory work necessary to effectively handle assignments and avoids last-minute rushes (includes the elements of strategy, prioritization, creativity in approach, managing and meeting deadlines, seeking advice and assistance, and advising supervisor and others of important or sensitive issues).</p> <p><u>Comments:</u></p>	<input style="width: 100px; height: 40px;" type="text"/>
<input type="checkbox"/>	<p><u>Client Relations</u> — Demonstrates understanding of the client's goals and objectives; actively works toward meeting the client's needs and addressing the client's issues. Is accessible to the client and maintains regular communications and contact. Presents advice to the client in a clear and useful manner. Balances the needs of all constituencies, including client agencies, the department, and the public.</p> <p><u>Comments:</u></p>	<input style="width: 100px; height: 40px;" type="text"/>
<input type="checkbox"/>	<p><u>Communication</u> — Expresses ideas effectively in individual and group situations; speaks with conviction when explaining or conveying information in presentations to a variety of listeners (e.g., clients, attorneys and staff, public, etc.). Is comfortable "thinking on one's feet"; is articulate, persuasive, and prepared. Listens attentively to the comments, thoughts, and beliefs of others. Organizes and expresses thoughts and information in writing in a manner that meets the needs and requirements of the intended listener.</p> <p><u>Comments:</u></p>	<input style="width: 100px; height: 40px;" type="text"/>
<input type="checkbox"/>	<p><u>Personal Initiative</u> — Takes personal responsibility for getting things done and involves others as appropriate. Proactively manages own activities and time to effectively complete work in a timely manner. Assists others in meeting client and departmental objectives. Proactively and creatively addresses problems, considering new approaches. Consistently seeks to develop personal and professional skills needed to be prepared for future opportunities.</p> <p><u>Comments:</u></p>	<input style="width: 100px; height: 40px;" type="text"/>
<input type="checkbox"/>	<p><u>Professionalism</u> — Demonstrates support and dedication to the department and its mission. Acts with integrity and honesty in interactions with others. Adheres to the ethical standards for behavior and follows the professional rules of conduct. Treats others with respect and civility regardless of status or personal differences (e.g., attorneys and staff, clients, expert witnesses, etc.). Is sensitive to others and problems or issues presented. Demonstrates responsibility and commitment, following through on his/her word. Displays sound judgement at all times to effectively serve clients, attorneys and staff, the public, and the department.</p> <p><u>Comments:</u></p>	<input style="width: 100px; height: 40px;" type="text"/>

Name	Rating Period From: _____ To: _____
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CHECK ALL THAT APPLY	COMPETENCIES (Check and Evaluate All Relevant Competencies)	RATING
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<input type="checkbox"/>	<p>Technical Skills — Utilizes specific legal training and experience to complete assignments and resolve issues in all forums (e.g., judicial, administrative, etc.). Demonstrates a command of all elements of the law. Keeps current with legal knowledge. Effectively conducts required research, advocacy, and exposition. Utilizes persuasion, negotiation, and conflict resolution effectively to overcome barriers and effectively complete assignments.</p> <p><u>Comments:</u></p>	<input type="text"/>
<input type="checkbox"/>	<p>Working With Others/Interpersonal Skills — Demonstrates patience, respect, flexibility, and emotional control when working with others. Works collaboratively towards shared goals. Participates in discussions, seeks and shares information and expertise with others (e.g., attorneys and staff, clients, expert witnesses, etc.). Provides constructive feedback and willingly accepts feedback from others. Effectively takes on various roles by acting as a leader, serving as a team member, or following the direction of others to appropriately meet the needs of the specific situation.</p> <p><u>Comments:</u></p>	<input type="text"/>

SUPERVISION/MANAGEMENT COMPETENCIES		
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<input type="checkbox"/>	<p>Supervision/Management: General — Communicates a common vision and encourages a positive working environment, mobilizing team members and providing support and guidance in the accomplishment of tasks and objectives. Communicates performance expectations to staff and holds self and staff accountable. Seeks and provides timely, actionable, and constructive performance feedback. Reviews team actions and results with team members to learn from experiences and build team knowledge. Maintains an awareness of staff capabilities and works with others to facilitate growth and development.</p> <p><u>Comments:</u></p>	<input type="text"/>
<input type="checkbox"/>	<p>Supervision/Management: Aligning Performance for Success — Focuses and guides others in accomplishing work objectives.</p> <p><u>Comments:</u></p>	<input type="text"/>
<input type="checkbox"/>	<p>Supervision/Management: Delegating Responsibility — Allocates decision-making authority and/or task responsibility to appropriate others to maximize the organization's and individual's effectiveness.</p> <p><u>Comments:</u></p>	<input type="text"/>
<input type="checkbox"/>	<p>Supervision/Management: Facilitating Change — Encourages others to seek opportunities for different and innovative approaches to addressing problems and opportunities, facilitating the implementation and acceptance of change within the workplace.</p> <p><u>Comments:</u></p>	<input type="text"/>
<input type="checkbox"/>	<p>Supervision/Management: Managing Conflict — Deals effectively with others in antagonistic situations, using appropriate interpersonal styles and methods to reduce tension or conflict between two or more people.</p> <p><u>Comments:</u></p>	<input type="text"/>