

## **DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**

### *Employee Performance Monitoring Process*

PA 87 of 2021, Section 229

The Civil Service Commission provides all of LARA's Human Resource services including the tool for employee performance evaluations. The Performance Evaluation tool is used by all departments for consistency. Training is provided to managers and supervisors on how to properly complete evaluations. Managers are evaluating subordinates in a consistent manner, which includes standard departmental objectives and competencies for each employee group. We have trained our managers and will train new managers and supervisors in the proper methods of conducting employee evaluations.

LARA also sends reminders to all managers and supervisors to submit annual performance evaluations of direct reports before the deadline and LARA's Human Resource team provides technical support to help get these completed through the online portal. In addition, managers and supervisors are encouraged to meet with their direct reports to discuss and go over their performance evaluations.