



## HUMAN RESOURCES DEPARTMENT

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**IMPORTANT PERFORMANCE EVALUATION INFORMATION****\*PLEASE READ CAREFULLY\***

Last year 100% of performance evaluations were submitted on time. The Human Resources Board would like to thank all Boards, Committees and Departments for submitting their performance evaluations in a timely manner. This year, performance evaluations are due in Human Resources by July 25, 2018.

Based on the comments and suggestions we received last year, the evaluation forms have been updated with more focused questions and redefined metrics. The previous choice of five numbers for measuring performance has been condensed to three numbers; 1 – Unsatisfactory, 2 – Successful, and 3 – Exemplary.

**Awarding a “3 – Exemplary” should be a very rare occurrence and only considered in extraordinary circumstances.** Each “3 – Exemplary” that is given on a performance evaluation must be justified with the necessary backup material and specific information detailing how the employee achieved such a high mark. A “3 - Exemplary” should only be used in those rare circumstances where an employee has outperformed their previous evaluations, and not simply maintained the same standard.

All updated performance evaluation materials can be found on the Human Resources website at: [http://wellesleyma.gov/Pages/WellesleyMA\\_HR/review](http://wellesleyma.gov/Pages/WellesleyMA_HR/review). The FY 19 “matrix” will be released in the next few weeks.

**Performance Reviews:**

- **All performance evaluations must be received by Human Resources no later than July 25, 2018** unless an extension has been approved, in writing, by the Director of Human Resources.
- Any evaluations received after July 25, 2018 without an approved extension will not be eligible for funds from the Human Resources merit pay plan budget. Any increases in salary will need to be funded from the individual Department’s personal services budget or an alternative source.
- It is the responsibility of the Department Head, Board or Committee to submit a thoughtful, complete and timely performance evaluation. Incomplete or deficient performance evaluations will not be accepted and will be returned to the Department.
- If a “3” is awarded for any dimension, it must be explained using specific examples, backup information and/or metrics. If a “3” is awarded for any dimension and it is not fully explained, it will be removed from the performance evaluation and the total score will be adjusted accordingly.

- All evaluation responses must be thoughtful and complete. Examples, metrics or evidence of success should be included in the evaluation.
- Although performance reviews are not subject to public records requests, Human Resources will maintain a separate document detailing when each Department Head's performance evaluation has been received. This document will be subject to public records requests.

**Goal Setting:**

- All goals must be new and distinct from the previous year's goals unless a specific goal has not been accomplished.
- A minimum of three goals must be submitted.
- A continuation or prolonging of a previous year's goal that has been achieved or completed will not be accepted.
- Goals must be distinct from the employee's job description and regular duties. Goals that are a reiteration of the job description or basic job functions will not be accepted.
- All goals must be measurable and follow the S.M.A.R.T standard.
- Goals should reflect the high standards of the Town of Wellesley and compliment our Department Head's extensive knowledge and expertise in their fields.

**Peer Performance Evaluation:**

Peer performance evaluations are available to any Department Head or Board and Committee. If you are interested in using the peer performance evaluation, please contact Human Resources.

**Human Resources will be available to discuss the performance review process with any Department Head, Board or Committee and provide individual training if requested. If you are interested, please contact Cheryl Daebritz at [cdaebritz@wellesleyma.gov](mailto:cdaebritz@wellesleyma.gov).**