**How to Prepare for a PEP**

* If the employee does not have an updated copy of their MS-22, contact the Department’s personnel office to get a copy of it. Read through the MS-22 prior to the beginning of cycle PEP meeting and determine if it accurately reflects duties. Ask the supervisor to change the MS-22, if it is not correct.
* The employee should document outstanding work they have performed throughout the evaluation period. Be prepared to site examples during the PEP.
* It is in the employee’s best interest to complete the PEP form for themselves prior to a PEP meeting with the supervisor and bring the self-evaluation to the PEP meeting.

**Frequently Asked Questions**

**How much time does management need to give an employee before a PEP meeting?**

Management needs to provide the employee reasonable time to prepare for the meeting.

**What do I do if my supervisor orders me to sign the PEP, but I do not agree with the evaluation?**

You should sign. Below your signature, write a disclosure that says, “My signature is for receipt only. I do not agree with the content.” Then file a grievance.

**What do I do if my supervisor says that they do not have time to meet in person?**

Tell your supervisor that it is part of the PEP process to meet and discuss the evaluation. Schedule a time to meet when they are available.

**What do I do if my supervisor says “your job needs to be 100% accurate”?**

You cannot exceed 100%, therefore, you cannot be given a satisfactory evaluation for meeting this expectation. Go through every performance standard and ask the following questions:

* What is the standard?
* Is it reachable?
* Can it be exceeded?

**My supervisor said that I cannot get an outstanding evaluation**

Supervisors cannot make this rule. Outstanding evaluations are part of the PEP process. If you think that you should get this evaluation, you need to argue why and bring supporting documentation.

**How do I start the process of getting a job reclassification?**

1. Revise your own MS-22 and performance standards
2. Submit the revised MS-22 to your supervisor

You should know what position you want. Obtain a MS-22 for that position and use this as a base to create your revised MS-22. Supervisors look at the level of responsibility of the work you are performing (what you authorize and manage), not the volume of work.

**Helpful Tips**

* The employee does not have to sign the PEP if they do not agree with the evaluation.
* The behavioral elements do not have performance standards written. Employees should discuss with their managers what they are looking for and ask the supervisor to define the behavioral elements.
* Employees should ask their supervisors how to get an outstanding or satisfactory rating on their PEP’s. Ask the supervisor to provide examples. Employees should put the supervisor’s answers in an email and send it to them after the meeting to ensure both parties agree on the expectation.
* Employees should keep a record of all PEP evaluations, including the date in which they occurred.
* If the employee receives an unsatisfactory evaluation, the supervisor needs to explain why and provide support. If they cannot provide support, the employee’s evaluation should be satisfactory.
* Nothing should be a surprise to the employee. If the employee is surprised, ask the supervisor “when did this happen?” and “why was I not informed this was a problem?”. If an incident is sited by the supervisor, ask for documentation. Supervisors need to document all counseling sessions, including verbal counseling. If it is not in writing, then it did not happen.