

STATE OF MAINE  
DEPARTMENT OF PERSONNEL

November 28, 1977

Personnel Memorandum 23-77

TO: All Agency Heads  
SUBJECT: Performance Appraisal Training

Training of supervisors (raters) related to the Performance Appraisal System will begin November 28, 1977. The initial class will be limited to 25 selected students including 6 instructors who will be involved in training agencies' raters and/or their trainers.

The schedule for the initial week (December 5 - December 9) is attached as appendix 1. The training program for all agency raters will begin on December 12, 1977 and will continue until Day 1 of the five-day program has been completed on December 21st. Day 2 of the program will begin on December 22nd and will be completed by January 4th. Day 3 will begin January 5, 1978 and will be completed by January 16th. Day 4 will begin January 17, 1978 and will be completed by January 26th. The fifth and final day will begin January 30, 1978 and will be completed by February 8th. A make-up week will be scheduled in Augusta for the week of February 13th-17th, 1978.

Training will be conducted in locations having concentrations of raters and which provide the greatest degree of travel economy. Generally these points are Presque Isle, Machias, Bangor, Augusta, Lewiston, Portland; however, other locales can be established provided 25 or more raters can be assembled for each of the five days at that site.

Agencies which have not already begun training have essentially two options through which they may complete rater training. These are:

1. Contract with the Personnel Department through the Bureau of Purchases to have outside resource persons train all raters in that agency at a cost to the agency of approximately \$25.00 per rater, or,
2. Train trainers designated by the agency who will in turn train all raters in that agency at a cost to the agency of approximately \$25.00 per trainer, plus monitoring costs of \$12.50; Total \$37.50 per trainer. All of this training will be conducted in the Augusta area.

NOTE: AGENCIES WILL ALSO BE RESPONSIBLE FOR ALL EMPLOYEE TRAVEL COSTS.

Agencies with 100 or less employees will be consolidated with the Department of Personnel for training in Augusta.

Training content by day is attached as Appendix 2. (to be issued separately)

Agencies are requested to provide the following information by returning the completed form attached as Appendix 3 not later than December 2nd, 1977. These forms should expressly:

1. Elect the option the agency desires to use in training raters;
2. Identify the number of raters by training site (locale).
3. Request other training locales with the understanding that a minimum of 25 or more raters must be available in that locale from all agencies for each of the five days of training.
4. Specify the date and number of raters who will be available by locale and day.

Agencies are responsible to ensure that Supervisor's Handbooks, previously distributed by the Department of Personnel, are issued to each rater and are brought to class. This is necessary because home study will be required on at least two of the scheduled days.

Non-supervisory training will begin January 4th, 1978 and will be completed by February 7th, 1978. A separate schedule will be published at a later date.

ROBERT J. STOLT  
COMMISSIONER

## 9 - 50 MINUTE PERIODS

15 MINUTE BREAK A.M. and P.M.

DAY	HOURS	SUBJECT	REFERENCE	STUDY REQUIREMENTS	AIDES
1	1	INTRODUCTION. EXPLAIN THE FIVE-DAY TRAINING PROGRAM GOALS AND OBJECTIVES	LEADERS GUIDE SUPERVISORS HANDBOOK PERSONNEL BULLETIN 10.4 PERFORMANCE APPRAISAL FORMS	NONE	LEADERS GUIDE SUPERVISORS HANDBOOK
1	2	MAINE'S PERFORMANCE APPRAISAL SYSTEM - HISTORY, DESIGN AND PURPOSE	LEADERS GUIDE SUPERVISORS HANDBOOK PERSONNEL BULLETIN 10.4 PERFORMANCE APPRAISAL FORMS	NONE	FILM: THE NUTS AND BOLTS OF PERFORMANCE APPRAISAL
1	3	INTRODUCTION TO FUNCTIONAL JOB ANALYSIS	TBA (To Be Announced)		
1	4-8	TASK STATEMENT (JOB DESCRIPTION) PREPARATION	TBA		
2	1-4	TASK STATEMENT (JOB DESCRIPTION) PREPARATION	TBA		
2	5-8	PERFORMANCE STANDARDS	TBA		
3	1-4	PERFORMANCE STANDARDS	TBA		
3	5-8	TRANSLATION PROCEDURES	TBA		
4	1-8	PERFORMANCE APPRAISAL INTERVIEWS	TBA		
5	1-4	PERFORMANCE APPRAISAL INTERVIEWS (EMPLOYEE DEVELOPMENT PROGRAM)	TBA		
5	5-8	THE EMPLOYEE ASSISTANCE PROGRAM	TBA		

TO: Maine State Department of Personnel

FROM: \_\_\_\_\_  
(Agency)

DATE: \_\_\_\_\_

Option desired: (select one)

1. TRAIN ALL \_\_\_\_\_ RATERS  
(number)2. TRAIN \_\_\_\_\_ TRAINERS  
(number)

Rater locale and number: (Enter total number of raters in each)

PRESQUE ISLE \_\_\_\_\_ RATERS

MACHIAS \_\_\_\_\_ RATERS

BANGOR \_\_\_\_\_ RATERS

AUGUSTA \_\_\_\_\_ RATERS

LEWISTON \_\_\_\_\_ RATERS

PORTLAND \_\_\_\_\_ RATERS

\* \_\_\_\_\_ RATERS

\* \_\_\_\_\_ RATERS

\* Additional locales may be specified in these spaces. Approval will be based on availability of 25 or more raters in that locale for each of the five (5) days.

SEE OTHER SIDE

NUMBER OF RATERS BY LOCALE

	<u>PRESQUE ISLE</u>	<u>MACHIAS</u>	<u>BANGOR</u>	<u>AUGUSTA</u>	<u>LEWISTON</u>	<u>PORTLAND</u>	_____	_____
<u>DAY 1</u>								
December 12	_____	_____	_____	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____	_____	_____	_____
14	_____	_____	_____	_____	_____	_____	_____	_____
15	_____	_____	_____	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____	_____	_____	_____
21	_____	_____	_____	_____	_____	_____	_____	_____
<u>DAY 2</u>								
December 22	_____	_____	_____	_____	_____	_____	_____	_____
23	_____	_____	_____	_____	_____	_____	_____	_____
27	_____	_____	_____	_____	_____	_____	_____	_____
28	_____	_____	_____	_____	_____	_____	_____	_____
29	_____	_____	_____	_____	_____	_____	_____	_____
30	_____	_____	_____	_____	_____	_____	_____	_____
January 3	_____	_____	_____	_____	_____	_____	_____	_____
4	_____	_____	_____	_____	_____	_____	_____	_____
<u>DAY 3</u>								
January 5	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____
9	_____	_____	_____	_____	_____	_____	_____	_____
10	_____	_____	_____	_____	_____	_____	_____	_____
11	_____	_____	_____	_____	_____	_____	_____	_____
12	_____	_____	_____	_____	_____	_____	_____	_____
13	_____	_____	_____	_____	_____	_____	_____	_____
16	_____	_____	_____	_____	_____	_____	_____	_____
<u>DAY 4</u>								
January 17	_____	_____	_____	_____	_____	_____	_____	_____
18	_____	_____	_____	_____	_____	_____	_____	_____
19	_____	_____	_____	_____	_____	_____	_____	_____
20	_____	_____	_____	_____	_____	_____	_____	_____
23	_____	_____	_____	_____	_____	_____	_____	_____
24	_____	_____	_____	_____	_____	_____	_____	_____
25	_____	_____	_____	_____	_____	_____	_____	_____
26	_____	_____	_____	_____	_____	_____	_____	_____
<u>DAY 5</u>								
January 30	_____	_____	_____	_____	_____	_____	_____	_____
31	_____	_____	_____	_____	_____	_____	_____	_____
February 1	_____	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____	_____
3	_____	_____	_____	_____	_____	_____	_____	_____
6	_____	_____	_____	_____	_____	_____	_____	_____
7	_____	_____	_____	_____	_____	_____	_____	_____
8	_____	_____	_____	_____	_____	_____	_____	_____

MAKE-UP AUGUSTA ONLY

February 13-17 \_\_\_\_\_ RATERS (Maximum of Five per agency/per day)

2005-Feb  
 9  
 10  
 13  
 14  
 15  
 16  
 17  
 21