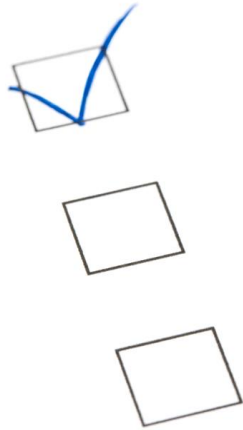




California Highway Patrol



HPM 10.10

Performance Appraisal Manual



DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

PERFORMANCE APPRAISAL MANUAL

THIS PUBLICATION MAY BE PURCHASED FROM THE
CALIFORNIA HIGHWAY PATROL.

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FOREWORD

The purpose of this manual is to provide assistance and direction in evaluating employee performance during prescribed rating periods.

The objective is to ensure employee performance at least meets expected departmental standards and to develop the performance of all employees to full potential.

The performance appraisal system is a critical element of the employee development process. While this system is most often used to identify areas where there is room for improvement, its real strength lies in the ability to discover employee potential and foster career development and personal growth. A great deal of time and effort has been expended by the Department to make the performance appraisal system as fair and effective as possible. However, this effort cannot be a substitute for commitment by supervisors and managers to the performance appraisal concept and their determination to make the system work.

Questions regarding the performance appraisal process should be directed to Selection Standards and Examinations Section at (916) 843-3820.

OFFICE OF THE COMMISSIONER

OPI: 052

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