



## **City of Pflugerville Performance Evaluation Policy**

It is the policy of the City that job performance of each employee should be evaluated periodically, usually informally at the end of an employee's probationary period and during the annual pay review process, by the employee's supervisor. A formal performance evaluation is required for every employee annually. Other types of evaluations are permitted by department. The purpose of this evaluation is to let the employee know how his or her performance is being perceived, to determine possible specific training needs, and to assist in self-development efforts.