Performance Evaluations Overview

October 14, 2025

Performance Evaluations Overview

- **Personnel Files:** performance evaluations in personnel files from 2020 to 2024, **25,931** (average 6,482 annually)

- During the COVID-19 pandemic, evaluations were inconsistent from 2020 to 2023.

- **Legacy System and Transition:** The Lotus Notes database was retired on February 24, 2024. Performance evaluation forms were temporarily relocated to the Employee Application Directory on March 15, 2024. A new database built in the Advantage 4 system was launched on August 15, 2024.

L-Notes Database Retired (Legacy System) 02/24/2024

Performance Evaluation Forms Temporarily located to Employee Application Directory 03/15/2024

New Performance Evaluations database built out in Advantage 4 System Launch 08/15/2024

Employee and Manager training began in new system 08/15/2024 – 10/28/2024

Performance Evaluations in new system starting 08/2024 – ongoing

Performance Evaluation Types

Evaluation Types
Non-Management Probationary
Non-Management Regular
Management Probationary
Management Regular
Police
Fire/EMS
Sheriff's Office

Performance Evaluations Personnel Files

Number of Performance Evaluations in employee personnel files

2020 thru 2024 - 25,931

Performance Evaluations

Training and Launch new Advantage 4 System

- **08/15/2024 - Advantage 4 (New Transition System) launch**

- **08/2024 - Training implemented in phases beginning**

- **737 - Evaluation completed or in progress**

- **1241 - Training completed or in progress**

- **Report Exclusions:** This report does not include performance evaluation data for the Columbus Police Department and the Muscogee County Sheriff's Office. These departments maintain separate evaluation systems and processes outside of Advantage 4. Their data will be incorporated into future reporting once integration is complete.

Performance Evaluations

- Annual evaluations of each employee in a classified position are to be prepared by the appropriate supervisor or appointing authority, reviewed by the division head and department head, and submitted to the Human Resources Department for inclusion in the employee's personnel file. This includes General Government and Public Safety— Article IX, Sec. 16-B-9-1.

- The CCG implemented a **pay-for-performance plan from 1998 to 2004.** Although the plan was discontinued due to budgetary constraints, it has been revisited on multiple occasions since 2004, but has not been reinstated.

- Although not tied to pay, data indicate that **managers value performance evaluations** based on the annual percentage of completion.

- There are numerous benefits to performance evaluations. Some disadvantages should be taken into consideration.

Performance Evaluations

An evaluation of the employee's job performance over a specific period of time.

Advantages

- Document Performance
- Provides a structure for regular employee mtgs
- Recognize high performers
- Employee Development and Recognition
- Feedback to employees
- Clarify expectations

Disadvantages

- Evaluator Bias
- Subjective and unclear criteria
- May create a negative experience
- Time-consuming
- Viewed as ineffective and a waste of time

Pay Plan Maintenance

- **Regular Review/Market Study**
- **Longevity Pay**
- **Career Ladder Incentives**
- **Certification Incentives**
- **Degree Incentives**
- **Pay for Performance**
- **Cost of Living Adjustment (COLA)**

Performance Evaluations Summary

- Performance Evaluations are part of CCG management philosophy
- Pay for Performance has historically not been tied to pay
- The new Performance Evaluation System will see increased performance reviews
- Pay for Performance is part of Pay Plan Maintenance; consider in the FY27 Budget