Performance Evaluations

Purpose

The purpose of a performance evaluation is to give employees honest and candid feedback on performance to assist them in their career development and growth. Supporting documentation should be used to support all evaluation ratings. Foster an environment of teamwork and open communication between supervisor and subordinates. Insure that the employee’s effort is being directed toward the accomplishment of the University’s /Department business objectives to obtain employee commitment to those objectives. Provide the University with a mechanism to analyze its current human resources in light of its short and long-range planning needs. Provide input on performance to aid in the determination of proper salary treatment. Obtain employee feedback regarding their work environment and any concerns that may affect their performance.

Policy

The Human Resources Services will develop and maintain an employee performance appraisal program. Each supervisor will be responsible for the consistent application of the employee performance appraisal program: adherence to this policy and the established guidelines will be considered in the evaluation of supervisory personnel.

Procedures

Supervisors’ are required to complete performance evaluations on all newly appointed employees during their first 180 days of employment (this is considered a Classified employees’ probationary period).

However, it is recommended that a formal evaluation be conducted as of the 60th day of employment or sooner, if the employee is not performing satisfactorily. These evaluations will assist the supervisor in objectively addressing any job related issues or concerns about the employee’s performance and serves as a tool to help remedy any problems that may exist.

The performance evaluations will help determine whether to retain or terminate the employee during the initial 180 time frame. All supervisors shall complete a performance evaluation for each of their staff employees during the common review process in March of every year.

Each performance evaluation shall be documented on a form developed and approved by HRS (Evaluation Forms are provided by Human Resources Services) All completed performance evaluation will be placed in the employee’s personnel file at HRS.

Each employee is also entitled to a copy of his or her completed performance evaluation upon request.

Applicability

Classified and Administrative and Professional (A&P) employees.

Responsible Party

Director, Human Resource Services

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