

# STAFF PERFORMANCE EVALUATION FORM

The **cover page** of the Performance Evaluation Form provides an overview of the University's Mission and philosophy on performance management.

**Page 1:** The top section of Page 1 identifies the employee, their job title, their supervisor/managers and the date of the performance review.

The next section lists the performance ratings and definitions that are used to measure employee performance. On separate copies, prior to the preliminary performance results meeting, the employee completes the self-rating in the left column, and the supervisor completes the reviewer rating in the right column. **If an employee's performance meets the job standards, an M rating should be entered. If an employee's performance exceeds or does not meet the performance standards, the performance should be rated accordingly. Supporting comments are required.** If the performance factor statement does not apply to the employee's job responsibilities, not applicable (N/A) should be entered. During the performance results meeting, the employee and the supervisor each bring their copies of the evaluation, which form the starting point for the performance discussion.

## **Page 2:**

**Sections A:** This section rates the performance results established at the beginning of the evaluation period which were achieved during this evaluation period (Ref. Section C).

**Section B:** This section records special achievements and superior performance during this performance evaluation period.

**Section C:** Lists the goals and/or development plans that were identified for the next evaluation period.

The **"Complete Only for Employees Who Supervise Staff or Student Personnel"** Section in the middle of Page 2 applies to staff employees with a job responsibility for supervising other staff or student workers. Leave blank if the employee has no supervisory responsibilities.

**The "Overall Rating of Employee's Performance" Section:** The supervisor should enter a brief statement summarizing the employee's performance.

**Job Description Update:** The supervisor should submit a copy of an updated job description for the personnel records if the job responsibilities change. Submission of a job description does not constitute consideration for a reclassification. There is an established process for reclassifying positions. Please contact Human Resources for information.

**Signatures:** The supervisor and next level manager's signature must be reflected on the form before conducting the final performance evaluation. The employee's signature acknowledges receipt only. It does not indicate agreement.

1. The supervisor should schedule a meeting with the employee at the beginning of the evaluation period to establish goals, performance standards, expectations and/or development plans. The employee should also be prepared to discuss the goals and development plans that they have identified. Once an agreement is reached, the goals and development plans should be entered in **Section C** to be rated at the end of the new evaluation period.
2. Interim performance progress meetings should be held on a quarterly basis, unless the supervisor and employee agree upon a revised schedule.
3. At the end of the performance evaluation period, the supervisor and the employee prepare the performance ratings discussion. The manager will schedule a preliminary meeting at which time their results are compared and agreement is reached. The original evaluation form is prepared and

submitted to the next level management, along with supporting documentation. Section C of the evaluation form for the next year, indicating goals and/or development plans, should be prepared and be included in the package. If an agreement is not reached, discussion of next year's goals and development plans should be held off until the final performance evaluation meeting.

Resolution of employee and supervisor disagreements on ratings should be resolved by the next level management.

**THIS FORM SHOULD BE USED FOR NEW HIRES AND EMPLOYEES COMPLETING A PROMOTION PROBATIONARY PERIOD.**