SUBJECT: Performance Evaluation

The performance evaluation is intended to stimulate work effectiveness, because it formally recognizes efficient performance as well as unsatisfactory performance. Effective management requires meaningful communication between the supervisor and the employee.

The key objectives of the evaluation process are as follows:

(1) Performance standards are clarified in conjunction with the current position descriptions to ensure that employees understand all that is expected of them in their job.

(2) Employees understand the supervisor’s assessment of their effectiveness in carrying out the assigned duties and responsibilities.

(3) Employees know where improvement is either possible or required, and agreement has been reached on how that improvement can be achieved.

Performance evaluations will be conducted for all full time employees, with the exception of faculty and classified staff, no sooner than November and no later than January. Faculty evaluations will be done in February as stated in Policy Number 02:01:02. Performance evaluations will be conducted in the month of April each year for classified employees with a Performance Evaluation Form. Evaluations may be given on a more frequent schedule when supervisors believe it to be useful. The performance evaluation shall be carried out by the employee’s supervisor and/or immediate department head. Supervisor’s signature should be affixed prior to a review of the evaluation with the employee.

In conjunction with this evaluation, the position description should be reviewed with the employee. Where the description is not current, an updated position description will be developed with a copy given to the employee as well as to the Human Resources Department. Professional development activities undertaken by the employee during the previous year, as well as opportunities for such in the upcoming year, should be discussed and documented at this time.

If the employee disagrees with any part of the rating, the employee may respond on a separate sheet and attach it to the performance evaluation form. The area of disagreement should be described specifically.

A copy of the performance evaluation form is to be sent to the Human Resources office to become part of the employee’s personnel file.