

2023 Employee Evaluation Training

Objectives

- ▶ **Performance management v. performance evaluation**
- ▶ **The discussion environment**
- ▶ **St. Mary's evaluation process and due dates**
- ▶ **Review rating criteria**
- ▶ **Questions**

Introduction

The performance evaluation process includes:

- ▶ Employees having clear and specific performance expectations
- ▶ Periodic informal and formal feedback between employee & supervisor relative to those expectations
- ▶ Employees' awareness of and accepting responsibility for their performance
- ▶ Communication

Performance evaluations are an important component. They document performance.

Performance Evaluation v. Performance Management

Evaluation

- ▶ *One time event*
- ▶ *Retrospective*
- ▶ *Short Term*
- ▶ *Correction oriented*
- ▶ *Completing form*

Management

- Ongoing*
- Prospective*
- Long Term*
- Progress steps*
- Planning/goal setting*

The Evaluation Discussion & Environment

- ▶ Prepare for the performance discussion-collect & review notes/questions you may have, bring self-evaluation (if relevant). Provide supervisor a list of questions prior to meeting (employee choice). Ensure you have received your evaluation prior to the discussion.
- ▶ Ensure sufficient time to focus on the evaluation discussion.
- ▶ Eliminate interruptions; phones, email, visitors (block the time on your calendar).
- ▶ View the discussion as an opportunity.

Rating Criteria and Scale

- ▶ **Criteria is listed on the left column of the evaluation form**
 - ▶ Communication, attendance, flexibility, dependability, etc . . .
- ▶ **Rating Scale**
 - ▶ **Performed Very Well**-surpasses standards
 - ▶ **Performed Well**-good, satisfactory, meets standards
 - ▶ **Performed Minimally**-does not meet acceptable level, improvement needed, this may be a rating to consider if employee is in training
 - ▶ **Failed to Perform**-fails to meet standards, substantial improvement is critical

St. Mary's Evaluation Process and Due Dates

- ▶ **10/6/2023** **Employee self-report due to supervisor (optional)**
- ▶ **10/27/2023** **Employee evaluations due to department head**
- ▶ **11/13/2023** **Employee evaluations due to the Office of Human Resources**
- ▶ **12/5/2023** **HR returns evaluations to department heads for distribution**
- ▶ **12/5 to 12/20** **Supervisors conduct evaluation meetings**
- ▶ **12/21/2023** **Signed evaluations returned to Office of Human Resources**

Evaluation Form

- ▶ The evaluation timeframe ended 08/31/2023
- ▶ Ensure you are using the form listing 09/01/22 to 08/31/23

Questions

The Office of Human Resources

Shannon Jarboe

skjarboe@smcm.edu