

EMPLOYEE PERFORMANCE EVALUATION PROCESS

2024 SCHEDULE

EVALUATION REVIEW PERIOD IS 09/01/23 through 08/31/24

Evaluation Component	Participating Evaluators	Completion Periods and Due Dates	Instructions
Employee Self-Report	Optional for all employees	Due by 9/20 to Direct Supervisor (or date designated)	Employee may submit a list or summary of their accomplishments to their direct supervisor. There is no form for the self-report.
Employee Annual Evaluation	All Supervisors	Completed 9/23 – 10/11	Supervisor completes employee annual evaluation and submits to department head.
		Completed 10/14 – 11/1	Department Head reviews, signs and sends to HR.
		Completed 11/4 – 11/22	HR reviews, signs and returns evaluations to Department Heads for distribution to supervisors.
		Completed 11/25 – 12/13	Supervisors conduct annual evaluation meeting with employee and obtains signature.
		Due by 12/16 to HR	Signed evaluations are returned to HR.
Mid-Year and Administrative 6 Month Employee Evaluation	All Supervisors	Completed after first 6 months of employment; optional thereafter	Direct supervisor completes 6-month employee review form and obtains department head signature. Direct supervisor meets with employee to discuss and to obtain employee's signature. Signed original 6-month reviews are forwarded to Human Resources.

*Self-Evaluations are not required. Employees may provide a list or summary of their accomplishments to their supervisor on or prior to the deadline listed in this schedule.

Ratings	Definitions
Performed Very Well	Surpasses the standards and established performance expectations.
Performed Well	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.
Performed Minimally	Performance does not meet expected level. This is an ACCEPTABLE level for employees in training or those who have not had sufficient experience on the job; it is an UNACCEPTABLE level for the fully trained employee. Improvement needed.
Failed to Perform	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.

Employee Annual Performance Evaluation Checklist
<p>Direct Supervisor Employee Evaluation:</p> <p><input type="checkbox"/> Reviews and updates the position description if needed.</p> <p><input type="checkbox"/> Reviews supervisor's record on employee and prior year's performance review.</p> <p><input type="checkbox"/> Reviews the employee's self-report if provided (optional).</p> <p><input type="checkbox"/> Assesses employee's performance and identifies areas for improvement.</p> <p><input type="checkbox"/> Completes the employee review form identifying specific objectives.</p> <p><input type="checkbox"/> Submits to department head for review and signature.</p> <p><input type="checkbox"/> Department head reviews, signs, & submits to HR.</p> <p><input type="checkbox"/> If a wage increase is applicable, HR reviews and works with Vice President for Business and Finance to assign market/merit.</p> <p><input type="checkbox"/> When applicable, HR provides senior administrators and department heads summary of merit data & market value data.</p> <p><input type="checkbox"/> HR returns annual reviews to department heads for distribution to supervisors.</p> <p><input type="checkbox"/> Supervisors schedule an uninterrupted meeting time and gives the employee advance notice of the meeting.</p> <p><input type="checkbox"/> Provides the employee with a copy of the completed, signed review form at least 2 days prior to the meeting.</p> <p><input type="checkbox"/> Supervisor meets with employee and obtains employee signature on annual evaluation form.</p> <p><input type="checkbox"/> Submits original signed review forms to HR.</p>

Mid-Year and Administrative 6-Month Employee Evaluation

Direct Supervisor Employee Evaluation:

- Assesses employee's performance and identifies areas for improvement.
- Completes the employee performance evaluation form identifying specific objectives.
- Obtains department head signature.
- Schedules an uninterrupted meeting time and gives the employee advance notice of the meeting.
- Provides the employee with a copy of the completed, signed evaluation form at least 2 days prior to the meeting.
- Meets with employee and obtains employee signature on evaluation form.
- Submits original signed evaluation forms to Human Resources.

Employee:

- Written employee comments are optional on the 6-month evaluation.