

EMPLOYEE REVIEW PROCESS

October 2016 UPDATE

EVALUATION REVIEW PERIOD IS 07/01/15 through 09/30/16

Review Component	Participating Evaluators	Completion Periods and Due Dates	Instructions
Employee Annual Self Evaluation	All Employees*	Due by 10/21 to Direct Supervisor (or date designated)	Employee completes a self-evaluation using the annual review form and submits to direct supervisor.
Employee Annual Review	All Supervisors	Completed 10/24 – 11/4	Supervisor completes employee annual reviews and submits to department head.
		Completed 11/7 – 11/11	Department Head reviews and signs employee annual reviews and submits to senior administrator.
		Completed 11/14 - 11/18	Senior Administrator reviews and signs annual reviews, then submits to HR.
		Completed 11/21 – 12/2	HR reviews then returns annual reviews to Department Heads for distribution to supervisors.
		Completed 12/5 – 12/21	Supervisors conduct annual review meeting with employee and obtains signature.
		Due by 12/22 to HR	Signed evaluations are returned to HR.
Employee Review of Direct Supervisor	Optional for any Employee to Complete	Due by 10/21 to HR	A review of Direct Supervisor can be completed using the employee review of supervisor form. Completed review should be submitted to Human Resources. A summary of the review will be forwarded by HR to the Direct supervisor's supervisor. The employee who submitted the review will not be identified and the original review form will not be distributed.

Mid-Year and Administrative 6 Month Employee Review	All Supervisors	Completed after first 6 months of employment; optional thereafter	Direct supervisor completes 6 month employee review form and obtains department head/senior administrator signature. Direct supervisor meets with employee to discuss and to obtain employee's signature. Signed original 6 month reviews are forwarded to Human Resources.
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*Self-Evaluations are optional for Staff (non-exempt) employees and are required for Administrative (exempt) employees.

Ratings	Definitions
Failed to Perform	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.
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.
Performed Well	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.
Performed Very Well	Surpasses the standards and established performance expectations.
Performed Exceptionally	The rare performance that is exemplary.

Employee Annual Review Checklist

Employee Self Evaluation:

- Reviews and updates the position description if needed.
- Reviews prior year's performance review.
- Prepares self-evaluation form assessing own performance, identifying areas for improvement, listing specific objectives.
- Submits original signed self-evaluation form to direct supervisor by 10/21/16.

Direct Supervisor Employee Evaluation:

- Reviews and updates the position description if needed.
- Reviews supervisor's record on employee and prior year's performance review.
- Reviews the employee's self-evaluation.
- Assesses employee's performance and identifies areas for improvement.
- Completes the employee review form identifying specific objectives.
- Submits to Department Head for review and signature by 11/7/16.
- Department Head reviews, signs, & submits to Senior Administrator for review and signature by 11/14/16.
- Senior Administrator submits annual reviews to Human Resources by 11/21/16.
- Human Resources (HR) reviews and works with Vice President for Business and Finance to assign market/merit.
- HR provides Senior Administrators and Department Heads summary of merit data & market value data.
- HR returns annual reviews to Department Heads for distribution to supervisors by 12/2/16.
- Supervisors schedule an uninterrupted meeting time and gives the employee advance notice of the meeting.
- Provides the employee with a copy of the completed, signed review form at least 5 days prior to the meeting.
- Supervisor meets with employee and obtains employee signature on annual review form.
- Submits original signed review forms (employee self-evaluation and supervisor review of employee) to Human Resources by 12/22.

**Employee Anonymous Review of
Direct Supervisor Checklist**

Employee:

___ Completes the employee review of direct supervisor form and submits to Human Resources by 10/21/16.

Human Resources:

___ Sends a summary of the review to the supervisor's supervisor.

Supervisor's Direct Supervisor:

___ Reviews employee comments for discussion and possible inclusion in the direct supervisor's annual review.

___ Completes supervisor's annual review.

Mid-Year and Administrative 6 Month Employee Review

Direct Supervisor Employee Evaluation:

___ Assesses employee's performance and identifies areas for improvement.

___ Completes the employee review form identifying specific objectives.

___ Obtains department head/senior administrator 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 review form at least 5 days prior to the meeting.

___ Meets with employee and obtains employee signature on review form.

___ Submits original signed review forms to Human Resources.

Employee:

___ Written employee comments are optional on the 6 month review.