2019 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 reviews are an important component.* They document your 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 Exceptionally** - rare, exemplary
  - **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

Self-evaluation due to supervisor (exempt required)

- **10/4/2019** Employee review of direct supervisor (optional)
- **10/25/2019** Employee evaluations due to department head
- **11/1/2019** Employee evaluations due to senior administrator
- **11/11/2019** Employee evaluations due to Office of Human Resources
- **12/6/2019** HR returns evaluations to department heads for distribution supervisors
- **12/9-12/20** Supervisors conduct evaluation meetings
- **12/23/2019** Signed evaluations returned to Office of Human Resources
Evaluation Form

- The evaluation timeframe ended 08/31/2019
- The form changed slightly, ensure you are using the form listing 09/01/19 to 08/31/19
- Objectives are included on the form
Questions

The Office of Human Resources
X 4309

Shannon Jarboe
skjarboe@smcm.edu