2021
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 your performance.*
## Performance Evaluation v. Performance Management

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<th>Management</th>
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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

- **10/8/2021**: Employee review of direct supervisor (optional)
- **10/8/2021**: Employee self-report due to supervisor (optional)
- **10/29/2021**: Employee evaluations due to department head
- **11/15/2021**: Employee evaluations due to the Office of Human Resources
- **12/3/2021**: HR returns evaluations to department heads for distribution
- **12/6 to 12/21**: Supervisors conduct evaluation meetings
- **12/22/2021**: Signed evaluations returned to Office of Human Resources
Evaluation Form

- The evaluation timeframe ended 08/31/2021
- Ensure you are using the form listing 09/01/20 to 08/31/21
- Objectives are included on the form
Questions

The Office of Human Resources

X 4309

Shannon Jarboe
skjarboe@smcm.edu