

EMPLOYEE PERFORMANCE EVALUATION PROCESS

2021 SCHEDULE

EVALUATION REVIEW PERIOD IS 09/01/20 through 08/31/21

Evaluation Component	Participating Evaluators	Completion Periods and Due Dates	Instructions
Employee Self-Report	Optional for all employees	Due by 10/8 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 10/8 – 10/29	Supervisor completes employee annual evaluation and submits to department head.
		Completed 11/1 – 11/15	Department Head reviews, signs and sends to HR.
		Completed 11/16 – 12/3	HR reviews, signs and returns evaluations to Department Heads for distribution to supervisors.
		Completed 12/6 – 12/21	Supervisors conduct annual evaluation 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 10/8 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 supervisor of the employee reviewed. The employee who submitted the review will not be identified and the original review form will not be distributed to the supervisor.
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 Exceptionally	The rare performance that is exemplary.
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

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-report if provided (optional).
- 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.
- Department head reviews, signs, & submits to HR.
- If a wage increase is applicable, HR reviews and works with Vice President for Business and Finance to assign market/merit.
- When applicable, 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.
- 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 2 days prior to the meeting.
- Supervisor meets with employee and obtains employee signature on annual evaluation form.
- Submits original signed review forms to HR.

**Employee Anonymous Review of
Direct Supervisor Checklist**

Employee:

___ Completes the employee review of direct supervisor form and submits to Human Resources (optional).

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 performance evaluation.

___ Completes supervisor's annual performance evaluation.

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.