

**EMPLOYEE PERFORMANCE EVALUATION PROCESS**

**2022 SCHEDULE**

**EVALUATION REVIEW PERIOD IS 09/01/21 through 08/31/22**

<b>Evaluation Component</b>	<b>Participating Evaluators</b>	<b>Completion Periods and Due Dates</b>	<b>Instructions</b>
<b>Employee Self-Report</b>	Optional for all employees	<b>Due by 10/7 to Direct Supervisor</b> (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.
<b>Employee Annual Evaluation</b>	All Supervisors	<b>Completed 10/8 – 10/28</b>	Supervisor completes employee annual evaluation and submits to department head.
		<b>Completed 10/31 – 11/14</b>	Department Head reviews, signs and sends to HR.
		<b>Completed 11/15 – 12/5</b>	HR reviews, signs and returns evaluations to Department Heads for distribution to supervisors.
		<b>Completed 12/5 – 12/21</b>	Supervisors conduct annual evaluation meeting with employee and obtains signature.
		<b>Due by 12/22 to HR</b>	Signed evaluations are returned to HR.
<b>Mid-Year and Administrative 6 Month Employee Evaluation</b>	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
<b>Performed Very Well</b>	Surpasses the standards and established performance expectations.
<b>Performed Well</b>	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.
<b>Performed Minimally</b>	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.
<b>Failed to Perform</b>	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.

<b>Employee Annual Performance Evaluation Checklist</b>
<p><b>Direct Supervisor Employee Evaluation:</b></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, &amp; 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 &amp; 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.