Performance Evaluation Process

- Distribute the appropriate Performance Evaluation form to direct reports for completion of the self-evaluation. Include a due date. There are now separate forms for Professional and Administrative staff.

- Once the self-evaluation form is returned, review the completed form.

- Review the employee’s position description. If you do not have a copy of the job description, please notify HR.

- Review the goals and objectives for the review period.

- Assess the employee’s work during the review period.

- Identify aspects of the employee’s performance that you wish to discuss.

- If appropriate, get feedback from co-workers or additional supervisors.

- Complete the appropriate Performance Evaluation form. This is a separate form from that which was filled out by the employee as a self-evaluation.

- Send the completed form to the divisional Vice President for approval and signature.

- Wait to receive the approved form back from the Divisional Vice President. Please note that no performance review meetings are to take place without approval by the Divisional Vice President.

- Conduct the review meeting.

- During the meeting, provide open feedback.

- Agree on development goals for the next review cycle. Performance review meetings are not limited to annual meetings. Although, annual reviews are mandatory, if appropriate, it is encouraged to meet with staff members at more frequent intervals throughout the year. (3 months, 6 months, etc.)

- Sign the form to indicate that the appraisal has been reviewed and discussed and ask the employee to sign the form as well.

- Forward the self-assessment form and your evaluation review form to Ayana Murray by Thursday, June 27, 2011.