



# STAFF HUMAN RESOURCES

## PERFORMANCE EVALUATION PROGRAM

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### **INTRODUCTION**

The attached packet of materials incorporates the elements of Staff Human Resources Performance Evaluation Program. As in the past, Staff Human Resources program is intended to help employees develop to their fullest potential. The Performance Evaluation Program is designed to:

- ◆ encourage open, ongoing communication between the employee and the supervisor about performance issues, job-related concerns and goals
- ◆ promote effective job performance and provide feedback about past performance

In addition, for those employees who are assigned to the Open Range pay plan or have Academic Professional job titles, the results of the performance evaluation process will be used as one of the considerations for allocating merit increases. The performance evaluation packet includes the following materials:

### **PERFORMANCE EVALUATION CYCLE**

This document outlines the time frames for completing the performance evaluation program.

### **PERFORMANCE LOG**

The performance log is an optional form the supervisor may use to document key performance events. The information can then be reviewed and used as part of the basis for formulating evaluation ratings. It can also be used to document specific, concrete examples of behavior.

### **GOAL SETTING FORM**

During the preliminary evaluation meeting, the supervisor and the employee will jointly complete an action plan that identifies development opportunities and the steps necessary to improve performance.

### **PERFORMANCE REVIEW FORMS**

For employees in a probationary period, the *Probationary Employee Performance Evaluation* form will be used for the evaluation. As appropriate, the *Review Form for Academic Professional and Exempt Civil Service Employees* or the *Review Form for Nonexempt Civil Service Employees* will be used to continue the evaluation cycle after completion of the probationary period and for all employees not in a probationary period during the evaluation cycle.

These forms are used primarily by the supervisor to rate the employee on the specified performance criteria. The appropriate form is also reviewed at the preliminary meeting, so that the employee and the supervisor can discuss performance expectations and set criterion priorities.

### **OPTIONAL EMPLOYEE WORKSHEET**

The purpose of this worksheet is to give you the opportunity to provide your supervisor information that you consider important to your performance review. This is an optional step in the evaluation process.