

STATE SYSTEM OF HIGHER EDUCATION PERFORMANCE EVALUATION REPORT INSTRUCTIONS

PURPOSE OF REPORT

Performance evaluation is not just a once-a-year affair. Whether the employee realizes it or not work performance is being evaluated continually. Every day worked, every assignment completed gives the supervisor a chance to observe how well duties are performed. The performance evaluation report is designed to put down on paper a summary of these day-to-day evaluations and is intended to help the supervisor form these evaluations as objectively as possible.

WHEN TO RATE

A performance evaluation report shall be prepared for each salaried employee at least every twelve (12) months. An interim report may be prepared whenever there is a change in the employee's performance sufficient to affect the overall rating on the last annual report on file for the employee, or whenever departmental procedures require an interim report for a special purpose.

Special Requirements for Non-Civil Service Employees:

If an individual agency has a probationary period for non-civil service employees, performance evaluation reports shall be prepared for employees upon completion of the probationary period established by the agency.

Complete policy and procedures for employee performance evaluation are published through the Directives Management System.

WHO IS TO RATE

Rating shall be completed by supervisors who are familiar with the work performance of the employee. Generally, this shall be the immediate supervisor. However, the person who completes and signs a performance evaluation report as the rater of an employee should not be a member of the same collective bargaining or meet and discuss unit as that of the employee being evaluated. The reviewing officer shall generally be the rater's immediate supervisor.

DEFINITION OF ADJECTIVAL RATINGS

UNSATISFACTORY: A rating of unsatisfactory means that the employee's performance with respect to the factor under consideration is below acceptable standards.

FAIR: A rating of fair means that the employee's performance with respect to the factor under consideration no more than meets and occasionally falls below acceptable standards.

GOOD: A rating of good means that the employee's performance with respect to the factor under consideration meets and occasionally exceeds acceptable standards.

VERY GOOD: A rating of very good means that the employee's performance with respect to the factor under consideration frequently exceeds acceptable standards.

EXCELLENT: A rating of excellent means that the employee's performance with respect to the factor under consideration consistently exceeds acceptable standards.

Each factor, which is rated excellent or unsatisfactory, should be documented in comments section of the performance evaluation report.

The three (3) gradations within each adjectival rating (except Unsatisfactory) act as a measuring stick and enable the rater to describe the degree of performance within the rating more accurately.

OVERALL RATING

Because the importance of different performance factors varies from job to job, there is no prescribed formula for arriving at an overall rating. If the overall rating is to be accurate, it must be consistent with all the factor ratings. It is not an average of the individual factor ratings, but rather reflects the influence of the more important work performance factors as determined for a position.

REVIEW OF REPORT

After signing the performance evaluation report, and before it is shown and discussed with the employee, it shall be forwarded to the reviewing officer for review and signature. A discussion of the employee's rating between the rater and the reviewing officer is desirable and every effort should be made to accomplish this.

Any difference of opinion between the rater and reviewing officer as to the employee's performance should be resolved before the reviewing officer signs the report. If any changes result, a new report should be made out reflecting such change. Erasures should not be made. After the reviewing officer signs the report it shall be returned to the rater for discussion with the employee.

RATING INTERVIEW

This is the most important step in the performance evaluation process. Each report shall be reviewed with the employee in a face-to-face discussion. The discussion should be under circumstances affording an informal, relaxed and private interview. It is strongly recommended that the interview be held at the time the employee is shown the report for the first time.

At the close of the interview, the rater shall ask the employee to sign the report, not for the purpose of securing approval of the rating, but to obtain the employee's acknowledgement that the report was reviewed. If the employee refuses to sign the report, the rater should write in the space for the employee's signature, "Employee refuses to sign".

If the employee desires to discuss the rating with the reviewing officer, the rater shall inform the employee that an appointment will be made. The rater shall then make an appointment with the employee with the reviewing officer and subsequently notify the employee. If, as a result of this discussion, the reviewing officer sees merit in making any changes the rater should be conferred with to resolve the question. If changes are made at this point, the employee, the rater, and the reviewing officer shall initial them. If the employee wishes to formally appeal the rating, this may be done in accordance with departmental procedures.