

Chadron State College

Support Staff Performance Evaluation Policy and Procedure

The overall objectives of an employee performance evaluation program are to measure, maintain and improve job performance. The evaluation program will attempt to promote high levels of achievement and morale through a system which encourages management and employees to work together to improve individual performance and to facilitate communication concerning employee progress toward the attainment of college objectives. Employee performance evaluations are confidential and all performance discussions shall be held privately.

A performance evaluation for newly hired employees will be prepared by the employee's immediate supervisor and prior to the conclusion of the initial employment period or any extension thereof and annually thereafter, due on **April 1**. Each performance evaluation must be conducted by the employee's immediate supervisor and must be reviewed by the evaluator's supervisor prior to discussions with the employee.

The supervisor will schedule a meeting with the employee prior to April 1 of each year to discuss the appraisal in relation to the job assignment for the past evaluation period and, if appropriate, to set goals and specific objectives for the coming fiscal year. In case of identified areas of concern, a plan for implementation of recommendations with specific outcomes will be created by the supervisor in consultation with the employee. Such a plan will be acknowledged with the employee's signature and attached to the original evaluation in the employee's personnel file.

Performance evaluations must be reviewed and acknowledged by each employee. Acknowledgment signifies only that the employee has reviewed and discussed the performance evaluation. Each employee will receive a copy of his/her performance evaluation and have an opportunity to comment on or rebut any performance assessment. The supervisor and employee should make a copy of the evaluation for their files prior to forwarding it to Human Resources. The original copy of the performance evaluation and any rebuttal or comments submitted will be included in the employee's personnel file.

All employees will be provided the criteria to be used in the evaluation of their job performance. If the criteria for evaluation change, the affected employees will be so advised. If no annual performance evaluation is conducted by the supervisor, the employee will be considered to have performed satisfactorily.

INSTRUCTIONS FOR COMPLETING EVALUATION

Section A: List at least 3 major job responsibilities/duties. Refer to the employee's job description to find this information.

Sections B-D: Carefully rate the employee in each category.

Section E: After consultation with the employee, state goals to be obtained and areas of performance development. If applicable, include suggestions on achieving improved performance (i.e. college courses, books, workshops, conferences, certifications).

Section F: Give an overall performance rating and enter your written comments/evaluation, sign and date. Annual increases are applied to those employees receiving a Satisfactory or above rating.

Section G-H: **The evaluation must be reviewed and approved by the evaluator's supervisor prior to any discussion with the employee.**

Section I: Share the evaluation with the employee; obtain their signature, date, and any appropriate comments. Make copy of evaluation for employee.

TIPS FOR SUPERVISORS:

- Educate your employees as to the meaning of the Performance Evaluation process.
- Do not let the annual performance evaluation replace periodic reviews and conversations between you and your employees about their job performance and your expectations. Remember that if you visit with employees periodically throughout the year they should not be surprised by the contents of their annual evaluation. Hold informal reviews with experienced employees every few months and monthly with new employees. Documentation from periodic reviews will not be included in the employee's personnel file unless topics are specifically addressed in the annual evaluation.
- Notify the employee that you are working on their evaluation. Ask them for input on specific accomplishments that they might like to have noted. This will allow the employee to become an active participant in the evaluation process. It will also give the employee the opportunity to note accomplishments that you may not be aware of or have forgotten about.
- The supervisor and employee should meet to set goals, which should be included in section E, Training/Learning Opportunities.
- Stay objective. The evaluation should be addressing the individual's performance. Do not get caught up in personality conflicts.
- Make sure that your expectations are stated clearly.
- Remember that the annual performance evaluation is the one place that performance needs to be documented accurately, both positive and negative. If an employee has areas of improvement make sure to document it at this time. Good documentation is important should the College need to take disciplinary action in the future.
- If the employee works in a different location or supervisory duties are shared with another manager, please gather input from others when completing the evaluation process.

TIPS FOR EMPLOYEES:

- Routinely seek suggestions, comments, and feedback from your supervisor regarding your performance. Take the initiative to schedule a periodic performance review with your supervisor.
- Stay objective during the evaluation meeting. Be prepared to hear both positives and negatives. Instead of becoming defensive, work with your supervisor on ways to improve.
- Be prepared to discuss how training and learning opportunities may help you to achieve your goals.
- If you are uncertain as to your supervisor's expectations, ask and do not leave the meeting until you have a clear understanding.