

PERFORMANCE APPRAISAL INSTRUCTIONS/ APPEALS PROCEDURES

IDENTIFICATION INFORMATION:

Please provide the information requested on the top of the form.

OVERALL PERFORMANCE RATING:

Please circle one of the choices provided. The determination of the performance rating should be made in conjunction with the objectives and standards set with the staff member earlier in the year. Because merit pay is determined by the **Overall Performance Rating**, do not place your circle around two adjacent ratings or between two ratings.

SPECIFIC OBJECTIVES/CRITERIA:

Identify and discuss the performance for each individual performance objective/criteria that has been established. Include a rating for each objective using the rating terms used for the **Overall Performance Rating**. The individual performance ratings should be based upon the standards which the supervisor and staff member set earlier in the year. If there are more individual performance objectives/criteria than there is space, attach an additional sheet.

DEVELOPMENT PLAN:

The **Development Plan** provides the opportunity to record and discuss capabilities of the staff member which contribute to performance in meeting objectives/criteria. For example, a **Strength** might be *"Demonstrates strong planning and organization skills,"* or *"Exhibits excellent interpersonal skills."* Similarly, an **Area for Improvement** might be stated as *"Sometimes loses sight of priorities,"* or *"Misses deadlines from time to time."*

The **Specific Recommendations** subsection allows the supervisor and the staff member to agree on and record plans either to better use the strengths or to focus development efforts on work capabilities in need of improvement.

The **Target Date** gives supervisors and staff members the opportunity to establish a time horizon in which they intend to accomplish their development plans.

EMPLOYEE OPTIONAL COMMENTS:

If an additional page is attached to the performance appraisal form which contains employee comments, be sure to place a check mark by **YES**. If no comments are attached, please mark **NO** so that the **Reviewer** and the Human Resources office do not look for comments.

SIGNATURES:

The supervisor and staff member should sign the performance appraisal form upon the completion of the performance appraisal meeting. This signature only signifies that the performance appraisal meeting was held; it does not signify that the staff member agrees with the appraisal content. All performance appraisals will be reviewed and signed by the **Reviewer**. This review must be completed prior to distributing the appraisal copies.

ANTICIPATED PERFORMANCE OBJECTIVES/CRITERIA FOR UPCOMING ACADEMIC YEAR:

This section is optional. If the supervisor and staff member wish to record anticipated adjustments to performance objectives/criteria, deletions of objectives/criteria which are no longer appropriate, or the addition of objectives which will be undertaken for the next year, these changes can be described here. If this section is used, it is important for the supervisor, the staff member, and the reviewer to have a copy. It is not necessary for a copy to be sent with the performance appraisal form to Human Resources.

EMPLOYEE COMMENTS:

This section is optional. Any comments a staff member wishes to make may be entered here (attach additional pages as needed). It is not necessary to use this section to add comments such as *"Thanks for your support!"* or *"I appreciate the appraisal and look forward to another good year."* Comments such as these can be written under the **Employee Signature** line on the first page and eliminate the need for a two-page appraisal form. **IMPORTANT:** If comments are made in this section, please check **YES** on the first page of the appraisal form to alert the **Reviewer** and Human Resources that employee comments accompany the performance appraisal form.

PERFORMANCE APPRAISAL MEETING:

All Performance Appraisals must be conducted by the supervisor in a meeting held for the explicit purpose of reviewing performance. The performance appraisal meeting should be scheduled in advance so that the participants can be prepared for the discussions. At the time of scheduling the meeting, the supervisor should communicate to the staff member any requirements for the meeting (such as asking the staff member to come to the meeting with written self-assessments of performance, asking the staff member to be prepared to discuss **Strengths** and **Areas for Improvement**, etc.)

APPEALS:

If an employee disagrees with the supervisor's evaluation of performance and wishes to appeal the appraisal, the staff member must provide to the **Reviewer** a written appeal stating the reasons for the appeal, and provide a copy to his/her supervisor. If the appeal is denied by the **Reviewer**, the performance appeals process is ended.

Appeals must be filed within five (5) working days of the performance appraisal meeting. If no appeal is filed during this five-day period, the outcome of the performance appraisal will be considered accepted by all parties.

GENERAL:

- It is not necessary that the performance appraisal form be typed. Legible hand-written forms are acceptable.
- The primary focus of the Performance Appraisal System is to provide a structured means of planning, organizing, and communicating objectives/criteria and expected standards of work.

- It is important that the appraisals be as accurate as possible and consistent with the standards that supervisors and staff have previously set.