

PROCEDURE NO. 618.1

Area: Human Resources

*Original signature on file in the
Office of General Counsel*

Adopted:

Certified By: _____

Curtis Pettis, Vice President and CFO
Administration and Finance

Revisions Adopted: June 9, 2016; April 26, 2024

**SUBJECT: PERFORMANCE APPRAISALS FOR ADMINISTRATIVE, PROFESSIONAL
AND CLASSIFIED SERVICE EMPLOYEES**

Performance appraisals will be conducted for all employees covered by this policy. The period of performance appraisal will be determined by the University.

Supervisors shall complete performance appraisals upon the following occasions:

- On an annual basis.
- At the end of the initial probationary period for new hires or at the conclusion of the first year.
- Within ninety (90) days when employees are newly promoted or newly transferred.
- At the conclusion of a special assignment, as appropriate.
- As a component of a performance improvement plan to review the progress of an employee's performance.

Performance appraisals will be completed on the official Performance Appraisal Form provided by the Office of Human Resources.

Performance appraisals will be conducted according to the following steps:

1. The direct supervisor will initiate the employee's completion of the self-evaluation portion of the Performance Appraisal. The self-evaluation will be completed in advance of the performance appraisal being completed by the supervisor.
2. The supervisor will complete the supervisor portion of the Performance Appraisal based on the employee's performance during the applicable time period.
3. The supervisor will meet one-on-one with the employee to provide the completed Performance Appraisal Form.
4. Signatures from the employee, the supervisor, and the next level of authority above the supervisor are required on the Performance Appraisal Form.
5. Completed Performance Appraisal Forms are to be submitted to Human Resources and will be placed in the employee's personnel file.

The Office of Human Resources will be responsible for conducting appropriate training for all supervisors involved with the administration of the employee performance appraisal system for-covered employees.