

GEORGIA SOUTHWESTERN STATE UNIVERSITY

POLICY STATEMENT

PROFESSIONAL/ADMINISTRATIVE STAFF PERFORMANCE MANAGEMENT EVALUATION PROGRAM

Performance evaluation is an important aspect of personnel management because it facilitates professional growth and institutional improvement. The primary objective of the University's performance evaluation process is to identify staff actions required to promote superior job performance and maximize employee potential. The performance evaluation process incorporates not only a review of past performance, but also provides an opportunity to identify performance goals for the future. Evaluation is an ongoing process, and comments about individual performance are best communicated at the time of specific observation. A formal performance evaluation, however, is required on an annual basis.

The purpose of the annual performance evaluation is to encourage and facilitate improvement in the job performance of all employees and to advance the Mission of the University. It provides a documented record of the employee's job performance and a means of defining strengths and weaknesses in job performance.

The annual evaluation must include a face-to-face meeting between the employee and the employee's immediate supervisor to discuss and document position responsibilities, performance during the past year, and performance expectations for the future. The written record of the evaluation should be reviewed by the next level of supervision, and peer comments should be solicited when appropriate. Department heads are required to affirm, by the time salary recommendations are submitted, that all performance evaluations have been conducted and copies are on file in the department/school/college and in the Office of Human Resources. The written records of all employee evaluations are subject to request under the Georgia Open Records Act.

January 2008

GEORGIA SOUTHWESTERN STATE UNIVERSITY

PERFORMANCE EVALUATION PROGRAM Regular Professional/Administrative Staff

GUIDELINES AND PROCEDURES

Performance Evaluation Cycle

The performance evaluation process begins at the time of hire. The supervisor should meet with the employee to discuss and document job responsibilities and performance goals/objectives. The supervisor should seek employee input and encourage active participation in conversations about performance.

A performance evaluation must be completed by the employee's immediate supervisor at the end of the employee's six-month probationary period; annually thereafter for the period February through January, except where performance requires more frequent review; when job responsibilities change substantially or when employment ends. The annual evaluation process must be completed before the end of March.

Supervisor Instructions for Evaluating Performance

The supervisor will evaluate the employee's performance for the entire rating period based on review of the job description, performance expectations and goals and objectives established for the year, and personal observation of an employee's performance. Supervisors are to consider the total performance for the entire evaluation period; considering specific incidents but not allowing one or two such incidents to outweigh the overall work performance. The work performance of each employee should be evaluated based on several factors. Every effort should be made to be objective, fair, thorough, and accurate. The evaluation should enhance employee development and improve performance in the future. The supervisor using the employee's job description, must also clarify performance expectations and goals and objectives on the evaluation form for the next year so that the employee is aware of what is expected for the future. The final stage of this performance evaluation is to document any employee development training plans for the next year to build on strengths and improve any weaknesses.

Performance Evaluation Conference

The performance evaluation conference is a private conversation to review the evaluation and to discuss performance expectations and goals and objectives for the future. This meeting should be held in a quiet location where the supervisor and the employee may review the evaluation document and talk candidly without interruption or intrusion. Supervisor comments should address objective responsibilities of work performance, be constructive in tone, and stress employee development and growth. However, the supervisor should also honestly discuss areas for performance improvement and be open to suggestions and comments by the employee regarding future expectations.

During this meeting, the supervisor and employee should make any appropriate changes to the job description. A copy of the reviewed job description should be given to the employee at this time and forwarded to the Human Resources Office with the completed evaluation.

Performance Evaluations and Pay Recommendations

The annual performance evaluation will be an important factor, but only one of several factors, used to determine annual pay raises. Other factors include internal pay equity considerations, prevailing wage levels in the area and promotional increases resulting from significant increases in job responsibilities. Annual salary increases are subject to Board of Regents approval on the basis of resources available by the State of Georgia.

January 2008

SUPERVISOR'S INSTRUCTION SHEET

PROFESSIONAL/ADMINISTRATIVE STAFF PERFORMANCE MANAGEMENT SYSTEM

(A) PRELIMINARY REVIEW STEPS FOR SUPERVISORS

1. Review and assess pre-evaluation comments.
2. Review written guidelines and procedures.
3. Review rating categories and rating levels on the evaluation form.
4. Think about employee performance over past 12 months.
5. Review employee job description(s).
6. Solicit, as appropriate, comments from employee's peers who have direct firsthand observation of employee's performance and can provide objective factual input into the review process.

(B) THE PERFORMANCE EVALUATION PROCESS

1. Supervisor prepares draft evaluation and summarizes peer comments, as appropriate.
2. Supervisor meets with next level supervisor (if applicable).
3. Supervisor finalizes performance review and assigns overall rating
4. Supervisor schedules and then conducts performance review interview.
5. Supervisor verifies/clarifies job duties and explains and documents performance expectations and goals for next year.
6. Employee is given reasonable time to comment and sign the evaluation form.
7. Supervisor signs the evaluation form and sends it and the pre-evaluation questionnaire to the Human Resources Office.
8. Supervisor gives copy of completed evaluation form to employee for his/her records.

GEORGIA SOUTHWESTERN STATE UNIVERSITY
Professional and Administrative Personnel Annual Performance Evaluation

CONFIDENTIAL

Employee's Name:

Job Title:

Department:

Evaluator's Name:

Evaluator's Title:

Evaluation Period: February 1, 2020-January 31, 2021

Instructions:

Please review the job description, the pre-evaluation questionnaire, and this evaluation form before you begin to complete it. On each item, rate the person being evaluated on a scale of 1 – 10. One is the lowest rating and suggests that the performance during this period has been totally unsatisfactory and that some serious form of job action is warranted. A 10 is the highest rating and should be reserved only for those circumstances in which the person being evaluated has performed at an unusually meritorious level within the evaluation period. A five is the middle of the scale and indicates an average, satisfactory performance. Ratings of one or 10 must be explained in the "General Comments" section below the items so rated.

Please assign a performance rating to each of the following evaluation categories by circling the appropriate number and provide any comments that might help to explain the numerical rating.

- 1. Planning and Organization - establishes definite objectives; coordinates plans with other university offices; participates in planning based on a sound understanding of the University's mission and strategic plan.**

Unsatisfactory				Satisfactory					Extraordinary
1	2	3	4	5	6	7	8	9	10

General Comments:

- 6. Job Knowledge - Has a clear understanding of all aspects of the job; stays on top of technological advances and the literature associated with the job; is knowledgeable regarding operational and institutional processes and procedures**

Unsatisfactory Satisfactory Extraordinary
1 2 3 4 5 6 7 8 9 10

General Comments:

- 7. Resources Management (if applicable) - Consistently stays within budget parameters for projects and/or departmental budget; motivates staff to do a better job; involves staff in decision making; is successful in maintaining a high morale among those who answer to him/her.**

Unsatisfactory Satisfactory Extraordinary
1 2 3 4 5 6 7 8 9 10

General Comments:

- 8. Constituency Services - Makes visible efforts to provide maximum service to constituency served by his/her position; takes extra steps to advocate for the constituency; provides timely answers/resolutions to issues/concerns of constituency.**

Unsatisfactory Satisfactory Extraordinary
1 2 3 4 5 6 7 8 9 10

General Comments:

- 9. Time Management and Responsiveness – Uses time efficiently; consistently meets deadlines; is prompt to respond to phone and e-mail message; is punctual**

Unsatisfactory Satisfactory Extraordinary
1 2 3 4 5 6 7 8 9 10

General Comments:

THE FOLLOWING PERFORMANCE FACTOR IS FOR MANAGERS/SUPERVISORS ONLY.

- 10. Leadership - Motivates and influences others to achieve identified departmental goals, provides direction to others and values their input; encourages team work; works to ensure that employees know and understand the mission and goals of the department as well as the University; sets an example for others.**

Unsatisfactory				Satisfactory					Extraordinary
1	2	3	4	5	6	7	8	9	10

General Comments:

OVERALL PERFORMANCE RATING:

Unsatisfactory				Satisfactory					Extraordinary
1	2	3	4	5	6	7	8	9	10

Supervisors Comments:

Employee goals/performance expectations for next year: (use additional sheet, if necessary)

Employee Development/Training plan for next year:

Supervisor Signature _____ **Date** _____

Employee Comments:

**I have read and understand this evaluation, and I understand I will receive a copy of it.
My signature below does not necessarily indicate agreement with its contents.**

Employee Signature _____ Date _____