

# 2026 Staff Performance Evaluation Process Frequently Asked Questions

## Question: Why is this changing?

The university is not changing the staff performance evaluation process simply for the sake of change, nor is it the intent to disadvantage any employee. This update reflects a thoughtful effort to improve the process. The revised evaluation framework is designed to strengthen communication, provide greater clarity around expectations, and more clearly connect individual contributions to the broader mission and goals of the university.

## Question: How do I sign the document?

The supervisor will print the performance evaluation document, bring the printed document to the meeting with the employee, and the supervisor and the employee will physically sign the performance evaluation document.

## Question: How does this relate to the performance evaluations I received in the past?

Each year's performance evaluation is separate from performance evaluations done in the past.

## Question: How will next year's goals be evaluated?

The supervisor will communicate goals for the performance evaluation period in this year's performance evaluation document. Supervisors and employees should discuss progress on goals throughout the year. The supervisor will review factors related to the goals listed in this year's performance evaluation document - i.e., quality, completeness, etc. - during next year's performance evaluation process. Then, the supervisor will assign scores on a 1 through 5 scale to the employee's goals based on their assessment.

## Question: Why do I have to do self-evaluation now? I haven't had to do one before or in a long time.

The self-evaluation is now a required and essential part of the performance evaluation process. It provides employees with an opportunity to share their perspective on their performance, accomplishments, and challenges, ensuring a more thorough and thoughtful evaluation.