

Performance Evaluation Instructions

1. Select the form

- Select the correct form based on the employee's role.
- Non-Supervisor Performance Review Evaluation Form.
- Supervisor Performance Review Evaluation Form—this review contains additional competencies for rating a supervisor.

2. Complete the information section

- Provisional Reviews – Board of Regents Policy states that all employees should receive a provisional performance evaluation within their first 6 months of employment. This evaluation should be completed no later than month 4 or 5 if there are performance issues.
- Annual Reviews- Board of Regents Policy states that all employees should receive an annual evaluation.
- Other – this review can be used at other times of the year or to follow up on performance improvement plans.

3. Ratings

Score the performance in each job factor below on a scale of 5-1, in quarter increments

4. Comments

- Comments are required in all rating fields and should support the rating. Ensure that all comments are legal.
- If you need assistance with this field, please consult the HR Director.

5. Overall Performance Rating

- If an overall rating falls within the “Unsatisfactory Performance Range”, a Performance Improvement Plan should be created immediately. Prior to the presentation of this plan, consult with the Human Resources Director.
- If an overall rating falls within the “Performance Needs Improvement”, a Performance Improvement Plan is strongly encouraged to be completed, but the Development Needs section must be completed. If you need assistance, contact the Human Resources Director.

6. Development Needs

- This area must be completed if a “Performance Needs Improvement”, but may also be used for an employee at any time.

7. Employee Goals

a) Previous Year Goals

- Fill in the previous year's goals. Supervisors should have copies of these and should review them throughout the year.
- Mark either yes or no if the goal has been completed. Although this is currently not weighted in the ratings, it should be considered when reviewing each competency for an employee.

b) Current Year Goals

- Create new goals, ensuring they are SMART goals.

S – (Smart) M- (Measurable) A- (Achievable) R-(Realistic) T-(Timely)

8. Additional Comments

- May or may not be used.

- Employees may also submit a written response about the contents of the evaluation to their supervisors within thirty (30) calendar days of receiving their evaluation. Supervisors must submit a copy to HR to be maintained in their employment file, along with the evaluation.

9. Signatures

- Once the evaluation form is complete, the Supervisor must sign.
- Supervisor **MUST** obtain the next-level supervisor's signature **before** presenting to the employee. The next-level supervisor should review before signing.
- Employee will have the final signature after the evaluation is discussed. The employee's signature only acknowledges receipt of the evaluation.
- *If an employee refuses to sign, please ask that a same level colleague or above be asked to sign. They do not necessarily need to be a part of the review, but can witness that you have presented the review to the employee, and they refuse to sign. Simply handwrite, the Employee refused to sign, and have the witness print and sign their name.*

10. Copy

- A copy of the review with all signatures should be provided to the employee.
- Send original copy to HR to be placed in their employment file.

Any additional questions you may have, please contact the HR Director at kimberly.carter@gsw.edu