



## Frequently asked Questions and Answers about the Performance Evaluation Program

Q. *Why is the performance evaluation process being conducted?*

The performance evaluation process is a key tool in helping managers to evaluate the performance of employees, inform them of how well they are performing their job duties, and discuss how their goals align with overall department and University objectives.

Q. *Who will be evaluated during the performance evaluation process?*

All current administrative employees (exempt and non-exempt, excluding staff represented by Collective Bargaining Agreements and certain contracts) and exempt employees who were hired on or before September 30 of the calendar year being reviewed.

Q. *Who should evaluate the employee?*

The supervisor/exempt staff member responsible for the daily supervision of the employee should prepare the evaluation and discuss it with the employee.

Q. *What period of time should these evaluations cover?*

The performance period begins in January through the date of the evaluation. For new employees hired during the year, the performance period begins on the date of hire.

Q. *What are the essential steps of the performance evaluation process?*

The process begins with the supervisor reviewing the position responsibilities, duties, and knowledge required by the individual's position, as well as the goals set in the last performance evaluation. The position description can be found in SAP.

Next, the supervisor rates the employee's performance on a 1-5 scale, and describes the employee's achievements against performance expectations, as well as areas for development.

The comments should include specific examples wherever possible of performance, and the supervisor's evaluation of those areas which either exceeded expectations, or fell short of the expected level of performance. Where internal department processes require, the supervisor should forward the review to the appropriate Dean, Director or Department Head for review.

Q. *When should I talk to my employee about his/her performance evaluation?*

After the Performance Evaluation forms have been completed and performance ratings are approved by the appropriate Dean, Director or Department Head, the supervisor should meet with each employee to discuss the evaluation. At this meeting, the supervisor should discuss the results of the performance evaluation with the employee, and establish goals for the coming year.

At the end of the meeting, the employee should be given time to comment on the evaluation and sign the Performance Evaluation form and return it to the supervisor. If the employee declines to sign the form, a note may be added indicating that a performance evaluation review meeting was held, the date of the meeting, and that the employee declined to sign the form. The form should then be forwarded to your Dean, Director or Department Head, who will submit it to Human Resources.

Q. *Can we modify the University Performance Evaluation form?*

No, the form should not be modified; however additional feedback may be provided via a separate Word document and attached to the review.

Q. *Is this form used to evaluate faculty who have administrative responsibilities?*

No, faculty members are evaluated as part of separate process.

Q. *Can employees complete a self-evaluation?*

Yes, although not required, a manager or supervisor may offer an employee the opportunity to complete a self-evaluation. The self-evaluation may be attached as a separate document.

Q. *Where can I access the Performance Evaluation Form Template?*

The template form, which is the same for exempt and non-exempt staff, can be accessed on the Forms & Documents or on the Performance Evaluation Program section of Manager Resources on the Human Resources Website. The template form can be downloaded and saved to your computer. The forms will have text field boxes for you to enter information. The standard sections of the forms are not modifiable. **Staff covered by a collective bargaining agreement are not included in this review form.**