

## Frequently asked Questions and Answers

### L2324 Performance Evaluation Program

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

The performance evaluation process is key to provide feedback, recognize performance accomplishments and set expectations for future performance of eligible Local 2324 represented employees. It is a time for a conversation between the supervisor/manager and employee on how well the employee is performing, how performance can be improved and how the employee's goals align with overall department and University objectives.

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

All current employees in positions represented by Local 2324 who have completed the probationary period on or before April 1st of the current calendar year.

**Q. *Who should evaluate and discuss performance with the employee?***

The supervisor/exempt staff member responsible for the regular supervision of the employee.

**Q. *What period of time do evaluations cover?***

The performance period begins on June 1st of the previous year through the date of the evaluation, or May 31st. For new employees hired during the year, the performance period begins on the date of hire.

**Q. *When should goals be established?***

The supervisor should establish goals in discussion with the employee during the meeting.

**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 is located in SAP.

Next, the supervisor collects and reviews information about the employees performance, such as supervisor notes taken during the year, employee self-assessment (if provided), feedback from others if available, any relevant quantitative or qualitative data The supervisor rates the

employee's performance on each individual factor using 1-5 scale, and describes the employee's achievements against performance expectations, as well as areas for development.

Where internal department processes require, the supervisor should forward the review to the appropriate Dean, Director or Department Head for review.

**Q. *When should the performance evaluation be reviewed with the employee?***

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.

- The supervisor discusses the performance evaluation in detail with the employee, and establishes goals for the coming year.

**Q. *What should the supervisor consider when meeting with the employee?***

- Schedule the meeting ahead of time.
- Ensure meeting space is private and provides a comfortable environment for the discussion.
- Provide the employee 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, the supervisor notes on the form that a performance evaluation review meeting was held, the date of the meeting, and that the employee declined to sign the form.

**Q. *What to do with the completed and signed performance evaluation form?***

Please refer to your department administrator for guidelines, as instructions may vary from department to department. Usually, the form is forwarded to your Dean, Director or Department Head, who will submit it to Human Resources to be part of the employee's file.

**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. *Should 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 L2324 Performance Evaluation Form Template?***

The template form is located in both the Forms & Documents and the Performance Evaluation Program sections 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.