



Annual Performance Appraisals

General Information

- The annual performance evaluation period is March 1, 2017 to February 28, 2018.
- Completed evaluations are due to Human Resources by Friday, April 6, 2018.
- Evaluations are available on the [Human Resources Support Site](#).
- Employees hired since September 1, 2017 (i.e., persons employed less than 6 months, as of February 28, 2018) are not required to be formally evaluated. However, either a performance appraisal form or a memo with comments regarding performance should be sent to Human Resources.
- Staff members who work in more than one department must be evaluated by each department.
- The supervisor will meet with each staff member to discuss the evaluation, which will be based on the employee's actual performance during the appraisal period.
- The original evaluation documents should be sent to Human Resources via campus mail or hand delivery by the posted deadline. The President and VPs will be notified of staff members in their area who have not been evaluated.

Helpful Tips:

- Evaluations must reflect the employee's actual job performance.
- If an employee refuses to sign his or her evaluation, please write "Employee refused to sign" in the employee signature line, then initial and date near this statement. As a reminder, an employee's signature on this form indicates that they have met with the supervisor and reviewed the appraisal, but it does not imply that they necessarily agree with the evaluation.
- An evaluation may be appealed, following the procedure in Policy III.I Performance Evaluation.
- Please help reduce paper by printing appraisals double-sided, when possible.

Reminders for Non-Exempt Appraisal

- Comments supporting the evaluation of each criteria should be included and discussed at the evaluation meeting.
- The appropriate overall score must be assigned to the employee's evaluation.

Reminders for Exempt Appraisal

- Exempt staff evaluations should include accomplishments, strengths, areas for improvement, professional development needs and action plans related to the employee's performance during the evaluation period.
- The position description should be reviewed and any changes should be discussed with Human Resources.