

Staff Performance Evaluation Process Quick Reference Guide



The Process

- Annual performance evaluation window is from **April 1 through May 31, 2017**.
- All retirement-eligible staff members are subject to an annual evaluation utilizing the UPO-31.
- All completed documents should be sent to Campus Human Resources, Sycamore Hall, Room 119

The UPO-31 Form

- **Key Result Areas/Tasks** – This may be a specified job duty (i.e. prepare, check, and update degree plans) and/or a competency (i.e. problem-solving, creativity).
- **Performance Standards** – This defines specific performance expectations for each major key result area/task. These are observable behaviors and actions that explain how the job is done. Statements such as “to the satisfaction of the supervisor” are highly subjective and do not reflect a performance standard. An acceptable performance standard for “productivity” may be “consistently completes an acceptable quantity and quality of work that is accurate, thorough, and well organized”.
- **Weight**— Each performance standard should be rated by weight based on the relevance of the job function. The way the key result areas/tasks are weighted can significantly impact the overall rating on an evaluation, so supervisors should ensure that their weights accurately reflect the value/importance of each key result area/task.
- **Results/Rating Scale (1-5)** – Ratings are: 1 - usually does not meet standards; 2 -occasionally does not meet standards; 3 - meets all standards; 4 - often exceeds standards; 5 - always exceeds standards.
- **Justifications** – Written justifications are encouraged for all key result areas/tasks, regardless of the rating; however, only required for those ratings other than a 3. Each line item justification should provide different and clearly defined feedback. For example, an acceptable justification may be “John is able to produce a large amount of high quality work. His ability to multitask and organizational skills allow him to assist other team members when necessary.”
- Ensure **both** the employee and supervisor has signed all required areas of the document.

Why complete a performance evaluation for staff members?

- Provides a clear vision of the employee’s goals, required outcomes/outputs, and how the success of contributions will be assessed.
- Overall goal should be development and organizational improvement.
- Provides legal, ethical, and visible evidence that employees are actively involved in understanding their job requirements.
- Provides evidence of non-discriminatory promotion, pay, and recognition processes.
- Component of performance management and should not strictly be limited to once a year. Performance should be discussed and monitored throughout the year.

