

Performance Management Process

Performance evaluations are an integral part of the University's Performance Management Process. The performance evaluation consists of a written evaluation of the employee's job performance, the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals. The University expects that employees and their supervisors will meet periodically to evaluate work goals and required competencies. Evaluation of job performance should be an ongoing process. Proper supervision includes ongoing, informal observation and constructive criticism of the performance.

90-day Introductory Period

Each employee is in an introductory period of employment for the first 90 days of employment. Completion of the introductory period may be followed by a performance review.

More formally, at least once a year, all supervisors are encouraged to provide a written evaluation of the performance of employees under their supervision. Among the criteria a supervisor may utilize for evaluation are:

- The performance level of the employee;
- Employee's potential for growth in specific areas of performance;
- Positive feedback in areas wherein the employee is doing well;
- Basis for a specific plan to improve performance;
- Compliance with the University's service expectations