Performance Evaluations

Employee performance is a key component of employee retention and how pay will be administered. As a supervisor, be intentional and mindful in the evaluation of your employees this performance evaluation season by including a variety of evaluative sources such as:

- Direct observations of the employee behaviors and work products. Supervisors should mentor, coach and reinforce progress toward expected results and outcomes and address areas of concern and acknowledge positive contributions as they occur.
- Information solicited from peers, customers, subordinates and other supervisors who interact and work with the employee.
- Self-evaluations. All employees must be given the opportunity to provide their supervisor with a self-evaluation of their performance for the evaluation period.

Set time aside for the performance meeting. The evaluation meeting requires careful planning and preparation on the part of both the supervisor and employee. The purpose of the evaluation meeting is to provide the supervisor and employee an opportunity to discuss job performance and achievement of professional development goals during the previous performance cycle and to plan for future performance objectives.

Classified Employee
The non-probationary, classified employee performance cycle is October 25- October 24. The completed performance evaluation should include the annual evaluation and Individual Professional Development Plan with all appropriate signatures.

Administrative & Professional Faculty
The Administrative & Professional Faculty performance cycle is July 1- June 30. The completed performance evaluation should include position description, objectives for the performance cycle, and the performance evaluation with all appropriate signatures.

All performance evaluations may be submitted to Human Resources as early as July 1 but are due no later than the last workday in September.

Did you know?
Adobe Sign can make the performance evaluation signature process a breeze! Adobe Sign is a cloud-based e-signature service that allows users to send, sign, track, and manage signature processes using a browser or mobile device. Get started <u>here</u>.

JMU®
HR Consulting
Services

July 2023