

# Performance Planning and Evaluation Process

The university strives to ensure that the performance planning and evaluation process will provide for the establishment and communication of performance expectations as the basis for evaluating an employee's work performance.

In order for performance evaluations to be effective and reflect the actual performance of the employee, it is imperative for supervisors to collect and document performance information on a continuous basis. Supervisors should use a variety of sources when gathering performance information.

## Sources may include:

- Direct observation of employee behaviors and performance throughout the year
- Information solicited from peers, customers, subordinates and other supervisors
- Self-Evaluations
- 360 Degree Evaluations
  - A 360 degree evaluation is a performance tool that solicits confidential feedback from the people that work closest with the employee, such as managers, co-workers and direct reports.
  - Feedback received from 360 degree evaluations is a way for leaders and employees to understand their personal strengths and weaknesses, using the constructive feedback of others who work with them the most.
  - Working in conjunction with HR, supervisors may develop supplemental evaluation tools such as a 360 degree evaluation.

## Performance Cycle Timeline:

- Non-probationary, classified employees: October 25 – October 24
- Administrative & Professional Faculty: July 1 – June 30
- All performance evaluations may be submitted to HR as early as July 1 but are due no later than the last workday in September

## Helpful Links:

- [Annual Performance Evaluation Form](#) for non-probationary classified employees
- [Annual Performance Evaluation Form](#) for Administrative & Professional Faculty
- [Policy 1305: Performance Evaluation for Classified Employees](#)
- [Policy 1307: Performance Evaluation for Administrative & Professional Faculty](#)
- [HR Consultant](#)

**Compensation Corner: Performance**  
Performance considers previous and/or current work accomplishments or outcomes and behavioral interactions that are assessed as part of the performance management program.

Interested in learning more about the annual performance evaluation process for classified employees? Register for the upcoming training session on September 1, TD1181: *Navigating the Classified Employee Performance Evaluation Process*.