Process for Conducting Performance Evaluations – The process for conducting the staff performance evaluations consists of the following steps:

1. Gather Pertinent Data for the Performance Evaluation Discussion – The supervisor should review the applicable job description(s) [If the employee has held 2 positions in the evaluation year, review both applicable job descriptions], the employee's goals/objectives from the previous evaluation, and other data pertinent to performance and training (i.e., disciplinary actions, commendations, etc.). These items may be reviewed and discussed during the performance evaluation discussion.

2. Obtain the Appropriate Signatures – Upon completion of the evaluation form, as appropriate, the supervisor should discuss the evaluation with the department head and the evaluation should be signed and dated by the supervisor and department head at that time.

3. Schedule a Performance Evaluation Discussion with the Employee – The supervisor should schedule the performance evaluation discussion with the employee. Adequate time should be allowed for preparation, performance review, and the feedback session. Last-minute evaluations may result in ineffective and incomplete reviews.

4. Conduct the Performance Evaluation Discussion – The following topics should be discussed during the performance evaluation meeting, though the supervisor or employee may decide to discuss other topics as well:

      a. Review of goals agreed upon at the previous performance evaluation discussion;
      b. Review of developmental activities that have occurred since the previous performance discussion;
      c. Discussion of current (within this evaluation period) evaluation form;
      d. Planning for goals and objectives for the next evaluation period.

5. Evaluations with Number Ratings OTHER than 3 Require Comments. Ratings BELOW 3 are to be addressed in the Goals & Objectives section. Evaluations with any number ratings below 3 will require a full re-evaluation of all factors for the employee in 90 days. NOTE: Supervisors are to provide goals and objectives for evaluation factor number ratings below 3 in the Goals and Objectives section.

6. Obtain the Employee's Signature – NOTE: The employee's signature does not indicate agreement with the evaluation; it only acknowledges that the individual has been given an evaluation.

7. File the Paperwork – Copies of the documents should be made for the supervisor (to be kept in the departmental employee file) and for the employee.

8. Records for the Human Resources Department – The original Staff Performance Evaluation Forms are to be sent to the Human Resources Department. Forms are to be on file with the Human Resources Department before annual salary increases are processed.

UNIVERSITY OF SOUTH ALABAMA
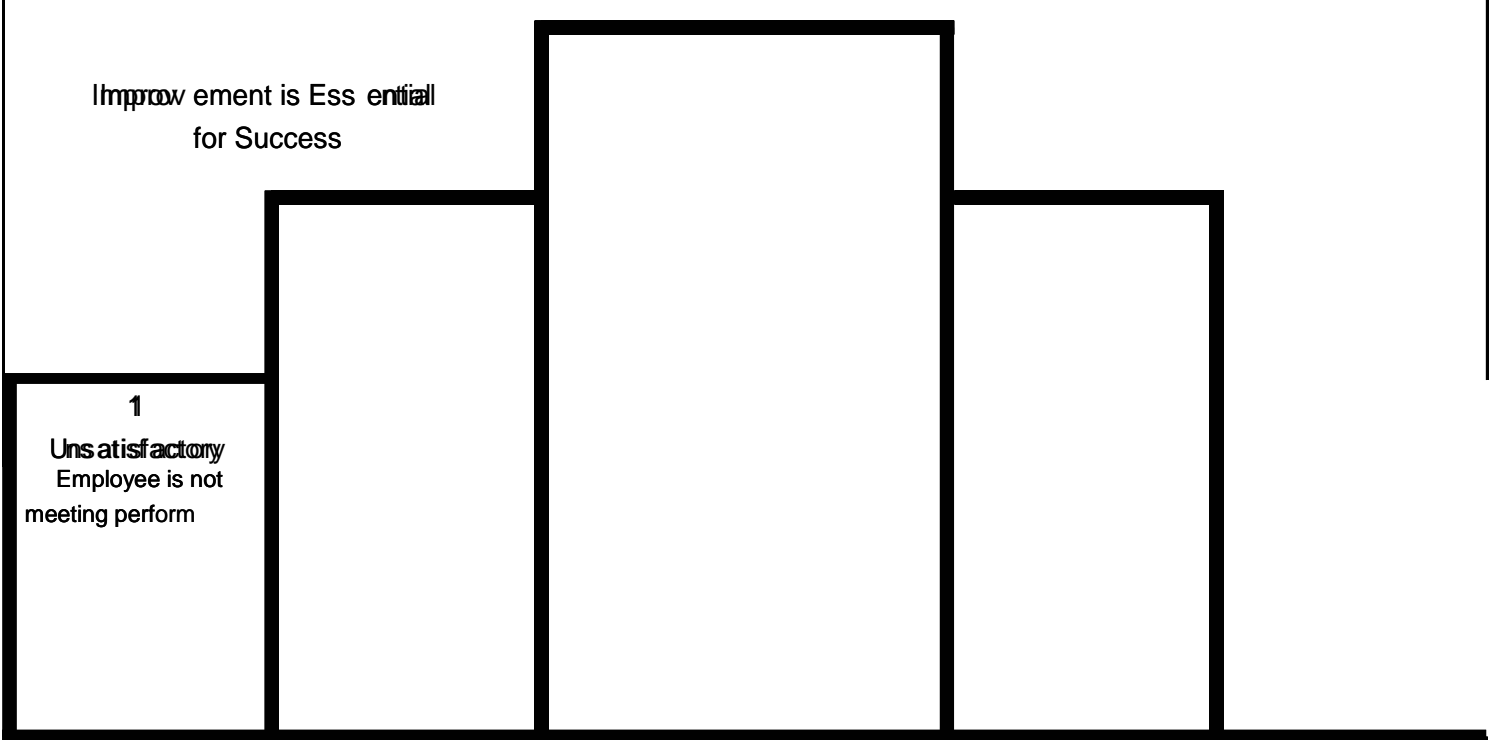## STAFF PERFORMANCE EVALUATION

Name:	J Number:	Department Name:	
Position Title:	Division:	Date:	Period Covered by Rating:

Performance evaluations for a <u>new</u> staff employee are required at the end of his/her probationary period and annually thereafter; for current, regular employees, evaluations are required annually.

Briefly list, describe, or attach and discuss the essential job functions and duties required to successfully perform in this position. NOTE: If duties have changed, please submit an updated job description to the Human Resources Department.

RATING SCALE
This scale is to be applied to each of the 10 evaluation factors used on this form.

Improvement is Essential for Success

1
Unsatisfactory
Employee is not
meeting perform

Evaluation Factors

˄ Evaluate the employee's performance of the job duties using the 10 factors below.
˄ Place the number rating that best describes the employee's work in each box.
  NOTE: If fractional ratings are used, please use whole numbers with half decimals (3 OR 3.5 OR 4).
˄ Ratings other than 3 require comments. Those below 3 are to be addressed in the Goals & Objectives section.
˄ Use the comments section under each factor to support each number rating.
˄ Any factor with a numerical value below 3 wo5pkp 3 a ftoru3 wo5-em (Evaluatncea3 w 10 fa)5(ct pe Use addrhe emp