[Reviewed with no changes: July 6, 2015]

Angelo State University
Operating Policy and Procedure

OP 52.35: **Performance Evaluations**

DATE: July 6, 2015

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to establish the university policy for employee performance management and evaluation.

REVIEW: This OP will be reviewed in June every three years, or as needed, by the director of human resources with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

POLICY/PROCEDURE

1. Importance of the Employee Performance Evaluations

Performance evaluations at Angelo State University are a very important part of the university's overall effort to encourage and ensure quality service. Employees who receive a thorough and honest evaluation of their performance through a job related assessment of their efforts will become better-motivated and higher performing individuals. Performance evaluations are also given to facilitate communication between supervisors and employees regarding job performance issues. Lastly, accurate performance evaluations are essential when departments are awarding merit salary increases to staff employees (See OP 52.34 Pay Plan). In order to achieve the goals of the performance evaluation program, employees should be informed of the objectives of the review and receive timely feedback during the review period. As a result of performance evaluations, strategies can be implemented to foster improved job development.

2. Staff Employee Performance Evaluations

Staff employees of the university will receive an annual evaluation of their performance for the preceding year. Employees who have been employed for less than twelve months will receive an abbreviated evaluation of their performance. This evaluation will include the same factors which would normally be evaluated by their supervisor, but will not become a part of the individual's official personnel file. It is intended that this review should demonstrate to the employee the expectations for the coming evaluation period and to begin the communication process between employee and supervisor. The supervisor should indicate clearly on the face of the form the wording ***Initial Evaluation - Partial Year***. Employees who terminate employment prior to the deadline for completing the review will not receive a review of their performance.

a. Conducting Staff Performance Evaluations

Supervisors should meet with their employees and review work-related performance for the previous calendar year. In addition, supervisors should discuss the performance expectations for the current year. This will provide an opportunity for the employee to gain a better understanding of the expectations of the supervisor and to help develop performance goals.

The Employee Performance Review Form includes job performance factors appropriate to the job type being reviewed and organizational core competencies that every university employee is expected to demonstrate while performing their job duties. Each of the job performance factors are defined within the performance evaluation form.

The Employee Performance Review Form and any related forms and procedures are available on the Office of Human Resources website at:
http://www.angelo.edu/dept/human_resources/

For the evaluation, supervisors are advised to use the employee's job description, critical incident file, notes, last year's performance review form, and any other documentation related to the employee's work-related performance for the last calendar year.

The Office of Human Resources will provide instruction and/or training on how to complete the Employee Performance Review Form along with the specific timelines for completion during the given calendar year.

Upon completion, the supervisor and employee should sign the Employee Performance Review Form. If an employee refuses to sign the review form, the supervisor should note "employee refused to sign." The completed and signed form will be forwarded to the Office of Human Resources, for placement in the employee's official personnel file. The Office of Human Resources will monitor the completion of the forms to ensure that all performance evaluations are properly completed within the required timeframe.