



Angelo State University
Operating Policy and Procedure

OP 52.35: Performance Review

DATE: September 1, 2007

PURPOSE: Establish the university policy for employee performance management and evaluation.

REVIEW: This OP will be reviewed in September of each odd-numbered year by the Director of Human Resources with recommended revisions forwarded through administrative channels to the Vice President for Finance and Administration.

POLICY/PROCEDURE

1. Importance of the Employee Performance Review

Performance reviews 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 review of their performance through a job related assessment of their efforts will become better-motivated and higher performing individuals. In order to achieve the goals of the performance review program, employees should be informed of the objectives of the review and receive timely feedback during the review period.

2. Policy

Staff employees of the University will receive an annual review of their performance for the preceding year. Employees who have been employed for less than twelve months will receive an abbreviated review of their performance. This review 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. Any employee who is dissatisfied or disagrees with the performance review ratings may so indicate on the performance review form itself. Space is available on the form for employee comments.

3. Conducting the Performance Review

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.

Only one of the three separate performance review forms should be used for employees, depending on the employee's job type. The forms include job performance factors appropriate to the job type being reviewed. Each of the job performance factors are defined within the performance review forms.

Supervisors should use the appropriate form for the job types listed below.

- Supervisory employees
- Non-supervisory employees
- Professional (non-supervisory) employees

It is important for supervisors to use the review form that is appropriate for the employee's position. Supervisors should contact the Office of Human Resources, if there is any question as to which form to use. Performance review forms are attached to this policy.

For the review, supervisors are advised to use the employee's job or position 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. These materials are used to complete a draft performance review. Once the draft performance review form is completed, the supervisor will review the form with the employee. If the employee provides information that the supervisor failed to consider when preparing the draft performance review form, the supervisor can redo the form with the additional information.

Once completed, the supervisor and employee should sign the form. The employee may include written comments on the form if he or she wishes to do so. 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, which will then be filed in the employee's personnel file. The Office of Human Resources will monitor the completion of the forms to ensure that all performance reviews are properly completed within the required timeframe.

Attachment A: *Employee Performance Review Instructions*

Attachment B: *Employee Performance Review (Non-supervisory)*

Attachment C: *Employee Performance Review (Professional Non-supervisory Employee)*

Attachment D: *Employee Performance Review (Supervisory Employee)*