

## Completing the Performance Evaluation for Classified Staff

- Use the Performance Plan that you completed from the previous year to complete the evaluation. If you need a copy of your plan, please reach out to your HR liaison.
- **“Performance Plan & Goal Setting” Tab**
  - Both the Employee and Supervisor will enter comments for each goal listed in the Summary Evaluation section.

<i>Example Goal</i>		
Goal Setting	Employee	Employee will write a SMART goal statement here during goal setting: I will create a professional development session for each month for the HR team.
	Supervisor	This is great goal, what types of topics will you be exploring? Could you include areas of DEI, employee well-being and retention?
Mid-Point Check In	Employee	
	Supervisor	
Summary Evaluation	Employee	
	Supervisor	

- Comments/Notes are optional for the Mid-Point Check In.
  - Similar to coaching review sessions in previous versions of plans and evaluations, the mid-point check ins are to ensure the employee is aware of all of these competencies and commitments at the goal setting meeting.
  - Between the Expectations/Goal Setting and Mid-Point Check In meetings, regularly scheduled informal conversations are to be conducted to review work, coaching opportunities, accomplishments, projects, and professional development.
- **“End of Cycle Performance Review” Tab**
  - This tab is to be completed by the supervisor, and they will complete the “Performance Data (job responsibilities)”, “Performance Goals”, and “Competency Areas” sections. Details and comments are required for the assessments.
    - For this section, the employee’s commitment to the mission and strategic goals of the University, work unit, and job will be evaluated, as well as their positive approach to change and improvements and their commitment to fostering a sense of belonging and a respectful and inclusive work environment.
  - The supervisor will meet with the employee to share their notes and assessment from the year.

- The supervisor is required to complete the Job Responsibilities section. The employee's job description can be referenced for this section. The supervisor will then assess the performance accordingly. Descriptions of each level on the 5-point rating scale are attached.
- Please copy the performance goals from the performance plan & goal setting tab. The supervisor is required to then enter feedback, list notes on competency areas, and assess the performance by providing a rating. The supervisor can provide any feedback regarding required or optional trainings.
- The supervisor and employee will need to sign in the "Summary Evaluation Signatures" section:

Summary Evaluation Signatures	
Date of Summary Evaluation meeting:	
Supervisor Signature:	Employee Signature*:

- The "Overall Performance Rating" will need to be selected from the drop-down menu.

<b>Overall Employee Performance Rating</b>	
Overall Rating (supervisor indicates one):	<input type="text"/>

- **"Employee Summary Self-Appraisal" Tab**
  - This tab is optional, but highly encouraged to complete. This section is an opportunity for the employee to highlight key accomplishments during the evaluation period and areas for development moving forward. This may be a place they want to give feedback on the assessment shared from their supervisor.