

## Completing the Performance Evaluation for University 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.
- **“Expectations & Goal Setting” Tab**
  - Both the employee and supervisor will enter comments/notes 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.
- **“Supervisor Summary Evaluation” Tab**
  - The supervisor should meet with the employee to share their notes and assessment from the year.
    - The optional “Mid-Point Check In”, “Ongoing Notes”, and “1 year Check in” tabs may be utilized to provide feedback and facilitate the conversation.
  - The supervisor should complete the job responsibility section of the summary evaluation tab. You can add performance goals from the ‘Expectations & Goal Setting’ tab and/or reference the employee’s job description for this section. Assess the performance accordingly and provide a rating.
  - The supervisor should then enter feedback, list notes on ‘Behaviors for Success’ areas, and assess the performance by providing a rating.
  - 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):		▼

- Both the supervisor and employee must sign the evaluation at the bottom of the tab to confirm they have completed the evaluation together. Electronic and/or typed signatures are acceptable.

- **“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.