

SOP for Performance Evaluations

Updated 9/29/2017

Purpose of Performance Reviews

The performance review is intended to be a fair and balanced assessment of an employee's performance. It is a time for the supervisor and employee to review the performance of the last year, give and receive feedback, clarify job duties, explain management's expectations, and set goals for the coming year. To accomplish a fair and balanced assessment, management must provide the employee an opportunity to express his/her opinions about the employment relationship. Even though the employee's past performance is reviewed, an essential component is planning for the next year.

Essential Elements of Performance Reviews

1. **Employee completes the self-evaluation process.** This step in the process is very important for the employee to reflect on the last year to state their accomplishments and assess their own performance.
2. **Supervisor completes the initial evaluation (using the MJR's or job description).** The supervisor may also review the performance review from the previous year to see if the employee's goals and objectives were met.
3. **Administrators review Draft PE's.** During this step we review all scores and comments for all staff throughout the college. If changes need to be made they are completed at this time.
4. **Employee and Supervisor meet to discuss the review.** The performance review process must include one-on-one discussion between the supervisor and employee with both parties being full participants.

Ratings

Expectations should be specific, measurable, attainable, realistic, and timely. An employee should be evaluated based on how well he/she has met the known expectations of his/her position.

Evaluate the employee using the following options:

1 = Does Not Meet Expectations

- employee did not consistently meet the job standards
- performance needs improvement in areas of consistent weakness
- employee requires close supervision to meet expectations
- if employee fails to improve, corrective action may be recommended

2 = Meets Expectations

- employee consistently met the job standards
- results were timely and accurate and were produced with minimum supervision
- employee recognized and adjusted well to changes in work situations and assignments
- solid, good performance was the employee's norm

3 = Occasionally Exceeds Expectations

- employee periodically exceeded the job standards
- employee achieved results above expectations
- employee showed exceptional performance and effort from time to time
- performance is sustained and uniformly high with thorough and on time results

4 = Consistently Exceeds Expectations

- employee clearly and consistently exceeded the job standards
- exceptional performance and effort was the employee's norm
- employee achieved results well beyond expectations
- employee contributed unique, innovative and workable solutions to projects and/or problems

Beginning in the 2017 Performance Evaluation cycle, those supervisors whom are giving employees ratings of 4.0 in any major job responsibility category supervisors must provide a detailed justification regarding how your employee has gone above expectations. These should be submitted to your department chair for review.

Questions

If the employee disagrees with the evaluation, he/she should discuss his/her concerns with the supervisor. The supervisor may consult with the department chair or other administrators if needed.

Resources

UK HR has additional resources that may help you with the performance evaluation process. To access these resources you can go to the [Performance Management Website](#) .