

SOP for Performance Evaluations

Updated 10/25/2019

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.

Process & 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. This will include:
 - *Employees should include one paragraph for each MJR that outlines what employees have done over the year to meet expectations. Employees should submit an additional paragraph outlining what they have done above and beyond their job duties.*
 - *Employees are required to complete all core competencies in the self-evaluation section.*
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. **Department Chairs review Draft PE's with Denise & Christa.** During this step we review all scores and comments for all staff throughout each department. 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

- employees with this rating fail to satisfactorily perform most aspects of the position
- performance levels are below established requirements for the job
- employee requires close guidance and direction in order to perform routine job duties
- performance may impeded the work of others and the unit

2 = Meets Expectations

- employee consistently met the job standards
- competently performs all job functions in a timely and accurate manner 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

- independently and competently perform all aspects of the job function, responsibility, or goal
- employee occasionally exceeds job requirements and met results above expectations from time to time
- recognizes, participates in, and adjusts to changing situations and work assignments

4 = Consistently Exceeds Expectations

- these employees are clearly considered to be exceptional performers
- consistently exceed the communicated expectations of the job function, responsibility or goal
- demonstrate unique understanding of work beyond assigned areas of responsibility
- contribute to the college's success by adding significant value well beyond job requirements
- identify needs and provide unique, innovative and workable solutions to problems
- achievements and abilities are obvious to subordinates, peers, managers and customers

2019 Timeline

Task	Due Dates
Staff members are asked to review position descriptions with their supervisors.	October 1-November 30, 2019
Self-Evaluation's Due	December 20, 2019
Draft PE's completed by Supervisors	December 31, 2019-January 17, 2020
Chairs, Denise & Christa (individual meetings with Chairs)	January 20-31, 2020
Supervisors meet with Staff	February 10-21, 2020

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](#) .