

PERFORMANCE EVALUATION GUIDELINES
For USA Campus Employees in 110 Classifications (7/20)

These guidelines have been established to implement a documented performance evaluation process for campus 110 employees (except vice presidents and deans) in a manner that is flexible enough to meet the specific annual evaluation process for this group although feedback is provided throughout the year. Employees in executive, administrative and managerial job classifications referred to as 110 employees are not subject to the performance evaluation process contained in the USA Staff Employee Handbook. Vice presidents and deans are evaluated yearly through the Annual Performance Report, which is part of the University's Annual Assessment Reporting Program.

The primary objectives of the evaluation process are

- Evaluate the success of short- and long-term performance goals.
- Provide feedback regarding an employee's specific strengths, areas for growth and

the appropriate division head and forwarded in a confidential manner to the Office of Human Resources for Q F O X V L R Q L Q W K H H P S O R \ H H ¶ V S H U V R Q Q H O I L O H

Performance Statement

The employee's Performance Statement includes the P S O R name, title, division and/or department, date and written responses to the following. Upon completion, the employee submits the document by e-mail to his or her supervisor.

1. Assess your overall job performance in the past year including what you consider to be your most important accomplishments, areas you need to improve and any significant challenges that made it difficult to meet your performance expectations.
2. List any special accomplishments, activities or recognition including honors, leadership positions in professional organizations, awards, etc.
3. List short- and long-term goals for the upcoming year, including objectives or time frames for attaining goals.

Supervisor Evaluation Summary Statement

The supervisor prepares a concise summary commenting on the P S O R performance. The supervisor's statement:

- Serves to confirm, clarify and/or correct the P S O R Performance Statement.
- Includes W K H H P S O R \ H H ¶ V L Q I R U P D W L R Q Q D P H W L W O H V X S H U Y L V R U ¶ V Q D or department and date. Y L V L R Q D
- Is signed by the supervisor and the employee during the annual performance evaluation meeting.

Printed copies of the signed employee and supervisor statements are to be forwarded in a confidential manner to the Office of Human Resources by August 15, J L Q F O X V L R Q L Q W K H H P S O R \ H H