Staff Employee Performance Evaluation & Development Guidelines

The University of South Alabama staff performance evaluations will be completed in accordance with the following guidelines:

Each Vice President, Dean, Director, Department Head, and immediate Supervisor should ensure that a performance evaluation is completed for each staff employee within his/her area of responsibility ***annually***.

Performance evaluations are not intended to replace ongoing communication and feedback regarding expectations of job performance between supervisors and employees.

Disciplinary actions that occur during the current evaluation period should be taken into consideration when rating performance evaluations. The performance evaluation process is not intended to replace any disciplinary action process.

Purpose of Performance Evaluations

The performance evaluation and development system are designed to:

- ✓ Assess levels of goal achievements over the period of time being evaluated;
- ✓ Assess levels of performance over the period of time being evaluated;
- ✓ Assist employee and supervisor in identifying future performance goals and objectives;
- ✓ Encourage and improve communication between employee and supervisor;
- ✓ Serve as a basis for professional development discussions and opportunities.

Timing of Performance Evaluations

New Employees:

New staff employees are to be evaluated immediately upon completion of the 6-month probationary period. Regular employees who have transferred to another position serve a 90-day probationary period. A performance evaluation form is not required to document completion of the 90-day probationary triggered by a promotion, demotion, or lateral transfer. It is the supervisor's responsibility to reach out to Human Resources for guidance to address issues arising from the promotion, demotion, or lateral transfer.

A copy of the fully executed performance evaluation form must be sent to Human Resources, with a copy given to the employee, and the original form maintained in the department's personnel files.

The copy to Human Resources can be sent via email at staffevalcampus@southalabama.edu or hard copies can be sent via interoffice Campus mail at HR, TRP Bldg. III, Room 2200.

Supervisors/department heads may conduct an employee's performance evaluation at any time during the year as deemed appropriate by the supervisor/department head.

Regular Employees:

Regular staff employees who were employed on or before March 31 are to be evaluated.

Performance evaluations should cover the time period of June 15 of the previous year through June 14 of the current year (or from the date of employment if less than 12 months).

Performance evaluations will be discussed annually with the employee during the time period of June 15 to August 15 of the current year.

A copy of the fully executed performance evaluation form must be sent to Human Resources, with a copy given to the employee, and the original form maintained in the department's personnel files.

The copy to Human Resources can be sent via email at staffevalcampus@southalabama.edu or hard copies can be sent via interoffice Campus mail at HR, TRP Bldg. III, Room 2200.

Process for Conducting Performance Evaluations – The process for conducting the staff performance evaluations consists of the following steps:

1. **Gather Pertinent Data for the Performance Evaluation Discussion –** The supervisor should review the applicable job description(s) [If the employee has held 2 positions in the evaluation year, review both applicable job descriptions], the employee's goals/objectives from the previous evaluation, and other data pertinent to performance and training (i.e., disciplinary actions, commendations, etc.). These items may be reviewed and discussed during the performance evaluation discussion.
2. **Obtain the Appropriate Signatures –** Upon completion of the evaluation form, as appropriate, the supervisor should discuss the evaluation with the department head and the evaluation should be signed and dated by the supervisor and department head at that time.
3. **Schedule a Performance Evaluation Discussion with the Employee –** The supervisor should schedule the performance evaluation discussion with the employee. Adequate time should be allowed for preparation, performance review, and the feedback session. Last-minute evaluations may result in ineffective and incomplete reviews.
4. **Conduct the Performance Evaluation Discussion –** The following topics should be discussed during the performance evaluation meeting, though the supervisor or employee may decide to discuss other topics as well:
    a. Review of goals agreed upon at the previous performance evaluation discussion;

b. Review of developmental activities that have occurred since the previous performance discussion;

c. Discussion of current (within this evaluation period) evaluation form;

d. Planning for goals and objectives for the next evaluation period.

5. **Evaluations with Number Ratings OTHER than 3 Require Comments. Ratings BELOW 3 are to be addressed in the Goals & Objectives section**. Evaluations with any number ratings below 3 will require a ***full re-evaluation*** of all factors for the employee in 90 days. ***NOTE: Supervisors are to provide goals and objectives for evaluation factor number ratings below 3 in the Goals and Objectives section.***

6. **Obtain the Employee's Signature –** ***NOTE: The employee's signature does not indicate agreement with the evaluation; it only acknowledges that the individual has been given an evaluation.***

7. **File the Paperwork –** A copy of the fully executed performance evaluation form must be sent to Human Resources, with a copy given to the employee, and the original form maintained in the department's personnel files.

8. **Records for the Human Resources Department –**The copy to Human Resources can be sent via email at staffevalcampus@southalabama.edu or hard copies could be sent via interoffice Campus mail at HR, TRP Bldg. III, Room 2200.

Page intentionally left blank. For ease of double sided printing, the performance evaluation guidelines can be printed or saved into a PDF separately from the performance evaluation form.

UNIVERSITY OF SOUTH ALABAMA

STAFF PERFORMANCE EVALUATION

Name:	J Number:	Department Name:	
Position Title:	Division:	Date:	Period Covered by Rating:

Performance evaluations for a ***new*** staff employee are required at the end of his/her probationary period and annually thereafter; for current, regular employees, evaluations are required annually.

Briefly list, describe, or attach and discuss the essential job functions and duties required to successfully perform in this position. **NOTE: If duties have changed, please submit an updated job description to the Human Resources Department.**

RATING SCALE

This scale is to be applied to each of the 10 evaluation factors used on this form.

Improvement is Essential for Success

Performance is on Target

3

Achieves Objectives

Performs at a Higher Level

1

Unsatisfactory

Employee is not meeting performance requirements. Immediate corrective action and/or improvement is mandatory to maintain employment.

2

Needs Improvement

Employee is not consistently meeting performance requirements. Performance at this level is only temporarily acceptable. Immediate improvement is expected and necessary.

Employee consistently performs the requirements in a successful, competent manner.

4

Commendable

Employee frequently exceeds expectations by performing at a level above the requirements.

5

Exemplary

Employee's performance far exceeds requirements. Exceptional results are consistently produced.

Evaluation Factors

- ☐ Evaluate the employee's performance of the job duties using the 10 factors below.
- ☐ Place the number rating that best describes the employee's work in each box.
  NOTE: If fractional ratings are used, please use whole numbers with half decimals (3 OR 3.5 OR 4).
- ☐ Ratings other than 3 require comments. Those below 3 are to be addressed in the Goals & Objectives section.
- ☐ Use the comments section under each factor to support each number rating.
- ☐ Any factor with a numerical value below 3 will require a full re-evaluation of all factors for the employee in 90 days.
- ☞ **NOTE: Disciplinary actions that occur during the current evaluation period should be taken into consideration when rating performance evaluations and when determining merit increases.**

Evaluation Factors	Number Rating
1. Quantity of work: Performs required amount of work; effectively uses work time to achieve goals/ objectives. **Comments:**	
2. Quality of work: Produces work that is thorough, accurate, and neat. **Comments:**	
3. Knowledge of the job: Demonstrates competency and understanding to perform duties; learns and retains instructions. **Comments:**	
4. Initiative: Works/acts within established direction and guidance; self-reliant. **Comments:**	
5. Adaptability: Adjusts to changing duties, procedures, supervisors, and work environment; responds professionally to constructive criticism and suggestions. **Comments:**	
6. Attention to duty: Concentrates on work and manages necessary and unnecessary interruption(s). **Comments:**	
7. Dependability: Reliable in doing work; follows instructions and stays on task; meets deadlines. **Comments:**	
8. Attendance/Punctuality: Demonstrates consistency in attendance and punctuality; (consider frequency of non-FMLA qualifying absences and tardiness). **Comments:**	
9. Judgment: Makes accurate decisions independently (within the scope of the job); analyzes problems and suggests effective solutions. **Comments:**	
10. Communications/Teamwork: Offers assistance, is courteous, and works well with supervisors, co-workers, employees, students, patients, visitors, etc.; demonstrates trust, mutual respect and helps to maintain a cooperative and professional work environment. **Comments:**	

Goals and Objectives

☐ List below the goals/objectives for improvement for all evaluation factors number rating below 3.
☐ List below the goals, objectives, projects, special assignments, or training which should be continued and/or completed.
☐ It is understood that these goals, objectives, etc., are subject to adjustment or change as situations and priorities change.

Goals/Objectives/Projects/Special Assignments/Learning & Development:

Overall Performance Evaluation Number Rating: ____0____

If this evaluation is for a ***new*** University employee, at the end of his/her probationary period do you recommend this employee for regular employee status? ☐Yes ☐No

Is any evaluation factor number rating below a 3? ☐Yes 90 Day Re-evaluation date_____ ☐No

By my signature, I hereby acknowledge prior receipt of the University of South Alabama Staff Employee Handbook and that I am responsible for remaining familiar with its contents. Further, I understand and agree that the staff employee handbook is in no way intended, nor is it to be construed, to be a contract of employment.

APPROVAL SIGNATURES

Rater's Full Name (Print)	Signature of Rater	Title	Date

Signature of Rater's Supervisor	Title	Date

I acknowledge that I have read this report. My signature does not mean that I agree with this evaluation.

Employee Signature	Date