

University of St. Thomas Policies

EMPLOYEE EVALUATION

Policy Number: H.02.04

SCOPE

All full-time and part-time staff employees

PURPOSE

The employee evaluation process provides a means for discussing, planning, and reviewing the work performance of each employee.

ELIGIBILITY

All full- and part-time staff employees, including administrative and academic officers, are to be given an annual performance review which will serve as the basis for merit pay increases as warranted, influence promotions and transfers, and other human capital actions.

PERFORMANCE REVIEW SCHEDULE

Employee evaluations are to be conducted on an annual basis to be completed typically between July and October each year. The department manager/supervisor is responsible for the timely and equitable assessment of the performance and contribution of their employees. The Vice President is responsible for ensuring the evaluations are completed by the departments in their division.

The evaluation should reflect objective and fair assessments, key results, performance strengths, areas for improvement, and agreed upon development plans. There should be discussion on future goals and objectives for the upcoming review period.

PROCESS

Human Resources will oversee the format and timing of all employee evaluation processes. The evaluation should focus on individual objective results and behaviors that are required of the employee which are aligned with the objectives of the department and the University's mission.

The completed evaluations are to be shared with the employee and the employee is to be given a copy. The original of the evaluation will be retained in the employee's personnel file. Employees are asked to sign the evaluation as confirmation that the evaluation has been discussed with them.

Employees may choose to submit comments regarding the evaluation which will be attached to the evaluation form.

The evaluation process includes an employee self-appraisal to help ensure they encourage employee engagement in the evaluation process. The self-appraisal encourages employees to think about their performance highlighting successes, self-identified areas for improvement, desired development areas for growth, and bridge the gap between their views and their evaluator's assessment.

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EVALUATION RATINGS

Employees are evaluated using a five-level rating scale ranging from 1 to 5 with 5 being the highest-level rating. The five ratings are described as follows:

5 = Exemplary Performance – Performs all core job duties at an extraordinary level and demonstrates a consistent mastery in all aspects of duties and responsibilities.

4 = Exceeds Expectations – Performs at a very high level and consistently exceeds the majority of key performance expectations.

3 = Achieves Expectations – Demonstrates a solid level of satisfactory performance on a consistent basis. Meets all requirements of the position and at times may exceed some of them. Completed all assignments, projects and assigned duties in a satisfactory manner with expected results.

2 = Needs Improvement - Meets most requirements of the position although there are times when improvement is needed. Most assignments, projects and assigned duties are completed in a satisfactory manner but not all. Skill levels can improve.

1 = Unsatisfactory – Consistently fails to meet all or most significant job expectations. Significant improvement is required. Continued unsatisfactory performance could result in disciplinary action including up termination.

Evaluating managers are encouraged to use the University's Performance Evaluation form to document the evaluation.

Employees may be placed on a performance improvement plan designed to improve areas of concern. Employees who do not meet the expectations cited in the performance improvement plan on a sustained basis will be subject to further disciplinary actions up to and including termination. Employees who are given a rating of 1 must be placed on a performance improvement plan.

EMPLOYEE COACHING

Evaluating managers/supervisor are encouraged to coach employees during the evaluation period to provide feedback on how their work is viewed and identify areas for improvement so that there is ample opportunity to make those improvements.

APPROVED: Dr. Richard Ludwick

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