



**ARMSTRONG ATLANTIC STATE UNIVERSITY
PERFORMANCE EVALUATION PROGRAM
Professional & Support Staff**

GUIDELINES AND PROCEDURES

Performance Evaluation Cycle

The performance evaluation process begins at the time of hire. The supervisor should meet with the employee to discuss and document job responsibilities, performance goals, and objectives. The supervisor should seek employee input and encourage active participation in conversations about performance.

The employee's immediate supervisor must complete a performance evaluation annually for the period January through December. Exceptions may occur, where performance requires more frequent review, when job responsibilities change substantially, or when employment ends. The annual evaluation process must be completed before the end of March.

Performance Evaluation Tools

The supervisor may choose to use the following tools in preparation for the evaluation process. These forms are not mandatory; they are for the supervisor's convenience.

Supervisor's Rating Form - Supervisors may choose to ask their employees to use this form to provide feedback on the supervisor's performance.

Professional Staff Pre-Evaluation Comments - Supervisors may choose to ask their professional staff to use this form to provide information regarding the employee's performance during the previous year. The supervisor would use this information as they prepared the employee's annual performance evaluation.

Support Staff Pre-Evaluation Comments - Supervisors may choose to ask their support staff to use this form to provide information regarding the employee's performance during the previous year. The supervisor would use this information as they prepared the employee's annual performance evaluation.

Supervisor Instructions for Evaluating Performance

The supervisor will evaluate the employee's performance for the entire rating period based on review of the job description, performance expectations, goals, and objectives established for the year, and personal observation of an employee's performance. Supervisors are to consider the total performance for the entire evaluation period through considering specific incidents but not allowing one or two such incidents to outweigh the overall work performance. The work performance of each employee should be

evaluated based on several factors. Every effort should be made to be objective, fair, thorough, and accurate. The evaluation should enhance employee development and improve performance in the future. To ensure that the employee is aware of what is expected for the future, the supervisor must also clarify performance expectations, goals and objectives on the evaluation form for the next year. The final stage of this performance evaluation is to document any employee development training plans for the next year to build on strengths and improve any weaknesses.

Performance Evaluation Conference

The performance evaluation conference is a private conversation to review the evaluation and to discuss performance expectations and goals/objectives for the future. This meeting should be held in a quiet location where the supervisor and the employee may review the evaluation document and talk candidly without interruption or intrusion. Supervisor comments should address objective responsibilities of work performance, be constructive in tone, and stress employee development and growth. However, the supervisor should also honestly discuss areas for performance improvement and be open to suggestions and comments by the employee regarding future expectations.

During this meeting, the supervisor and employee should make any appropriate changes to the job description. A copy of the reviewed job description should be given to the employee at this time and forwarded to the Human Resources Office with the completed evaluation.

Performance Evaluations and Pay Recommendations

The annual performance evaluation will be an important factor, but only one of several factors, used to determine annual pay raises. Other factors include internal pay equity considerations, prevailing wage levels in the area and promotional increases resulting from significant increases in job responsibilities. Annual salary increases are subject to Board of Regents approval on the basis of resources available by the State of Georgia.

However, the primary purpose of the annual performance evaluation will be to promote good communication between supervisors and professional/support staff and to maximize potential and personal development.

Performance Evaluation Training and Support

The performance evaluation process, from writing a specific job description to setting job responsibilities to conducting the performance evaluation meeting, can be complicated and may have legal consequences. The Office of Human Resources provides assistance in all aspects of performance evaluations. All supervisors who evaluate other personnel are highly encouraged to consult with the Office of Human Resources whenever assistance is needed. Newly hired and promoted supervisors will receive training in this evaluation process.