# Performance Evaluation Process

## Employee Process

**Preparing for Review**
1. Obtain and review a copy of your current job description.
2. Review the previous year’s goals.
3. Review the University’s Mission, Vision and Strategic Plan.

**Approaching the Review**
4. Complete the employee self-evaluation against the previous year’s goals providing clear examples of goals met.
5. Collect any documents to support your appraisal.

**During the Review**
6. Actively listen.
7. Provide feedback.
8. Identify differences in the job description and your duties.
9. Discuss training and development opportunities.

**After the Review**
10. Sign the evaluation form and make any comments within 10 days.

## Supervisor Process

**Preparing for Review**
1. Schedule a date and time for the performance review in advance.
2. Ask employee to complete the self-evaluation document (optional).
3. Email a copy of the job description, the University’s Mission, Vision and Strategic Plan to the employee.

*Plan to have all evaluations completed by the appropriate due date.*

**Approaching the Review**
4. Review the employee’s self-evaluation and the previous year’s goals.
5. Prepare your review. Provide specific examples of goals met and areas where improvement is needed.
6. Review the draft evaluation with your supervisor.

**During the Review**
7. Start the review by explaining the review process.
8. Provide a copy of the evaluation to the employee.
9. Give an overview of the previous year’s goals set and feedback on goals met.

**After the Review**
10. Obtain the employee’s signature, provide the employee a copy and submit the review to the appropriate Human Resources office.