

Performance Assessment Process Instructions

Employee:

- Download Performance Assessment form from the Office of Human Resources website.
- Complete the employee self assessment section:
 1. Reflect upon your accomplishments and challenges over the prior year and provide a brief narrative describing your most noteworthy projects, assignments and accomplishments and how your performance supports the vision and goals of your department, the institution, and/or the strategic plan.
 2. Consider and comment on the mission based competencies (provided on pg 2) that you may have applied that supported your performance as you complete the self assessment.
 3. Consider areas for personal and professional development that you feel would be beneficial such as projects, assignments, training, education, coaching and/or other support.
- Save the performance assessment form to the shared drive
- Email the completed performance assessment form to your Supervisor

Supervisor:

- Review the employee's self assessment section of the Performance Assessment form
- Complete the supervisor comments section:
 1. Review the employee's self assessment and add your comments regarding his/her performance over the review period. Include specific comments on the information provided by the employee along with your own observations and assessment of the employee's contributions and challenges during the review period.
 2. Consider and comment on the Mission Based Competencies (provided on page 2) that may have supported this employee's contributions or competencies that may assist them in future work.
 3. Add your comments regarding areas for personal and professional development that you feel would be beneficial such as project work, assignments, training, education, coaching and/or other support.
- Save the performance assessment form to the shared drive
- Schedule a meeting with the employee(s) to discuss the completed assessment.
- Have two copies of the completed form at the review meeting, one for you and one for the employee.
- You should sign both copies of the assessment and you should have the employee sign your copy of the completed assessment at the conclusion of the meeting.
- Send completed performance assessments to division vice president

References:

Guideline for Supervisors – Completing employee evaluations and conducting a meeting

Employees – Guideline for completing self assessment forms