

### 3357:13-16-301 Performance Evaluation Process for Non-Teaching Employees

- (A) Performance appraisals shall be conducted on an annual basis for all full-time and part-time staff employees. The performance appraisal may occur either on the employee's anniversary date or at the end of the calendar year. In either case, every employee shall have a performance appraisal conducted by December 31<sup>st</sup>. (Note: this does not imply that only one performance appraisal may be done per year. The employee may request or the supervisor may conduct additional appraisals during the calendar year. Constant feedback is encouraged.)
- (B) There are two components of the process – performance appraisal and professional development. Supervisors may create a job-specific addendum correlated to the performance factor categories.
- (C) The forms used in the process are the *Performance Appraisal Self-Assessment Worksheet, Parts 1 & 2* and *Performance Appraisal*. The *Performance Appraisal Self-Assessment Worksheet, Parts 1 & 2* shall be completed by the person being evaluated and the *Performance Appraisal* shall be completed by the supervisor.
- (D) One to two weeks prior to conducting the appraisal, the employee being evaluated shall be given the *Performance Appraisal Self-Assessment Worksheet, Parts 1 & 2*, to reflect on their performance during the review period. The employee should be advised of the timeline for completing the process and the steps involved.
- (E) In advance of the discussion with the employee, the supervisor will review the employee's *Performance Appraisal Self-Assessment Worksheet, Parts 1 & 2*, and complete the *Performance Appraisal* rating the employee and making relevant supporting comments. The evaluator's supervisor may review the *Performance Appraisal* prior to the supervisor discussing with the employee.
- (F) The formal discussion between supervisor and employee will contain two components – the performance appraisal discussion and professional development discussion.
  - (1) The performance appraisal discussion will include strengths and/or areas for improvement.
  - (2) The professional development discussion will include objectives for performance areas marked improvement needed or unsatisfactory, progress toward past performance objectives, and objectives for professional growth during the next year. This shall be a collaborative discussion. All performance standards that receive a rating of "Improvement Needed" or "Unsatisfactory" shall have a performance development plan. In addition, performance appraisals from the previous year that received a rating of "Improvement Needed" or "Unsatisfactory" shall be followed up in section "Progress Toward Past Performance Objectives."

- (G) Following the meeting, the employee and evaluator will sign the Performance Appraisal form. The form will then be forwarded to the evaluator's supervisor for signature and then to Human Resources for review and filing.
  
- (H) In addition to the evaluation tool, the supervisor may evaluate the job description. The employee and supervisor will discuss the job description and recommend any necessary changes before forwarding to the Human Resources Office. The job description will be updated by Human Resources.

Effective: September 24, 2019

Next Review: September 1, 2024

Review Dates: 1/7/97, 7/18/19, 9/24/19