

2021-22 Staff Performance Evaluation

The time is nearing for all exempt, non-exempt professional and non-exempt staff employees to complete their annual performance evaluations. You can make that process easier by starting to think about your accomplishments over the past year as well as the things that you hope to achieve in the coming year.

Performance evaluations are often viewed as one of the more uncomfortable interactions between employee and supervisor. When managed professionally, openly, and honestly, evaluations can help enhance working relationships and performance. It is a time to provide feedback, recognize quality performance, and set expectations for future job performance. It is also a time to have candid conversations about performance that is lacking and discuss how performance can be improved.

We will be providing Employee and Supervisor Training regarding the performance evaluation process during April. You will be receiving email notification regarding those sessions.

In order to be eligible for future salary increases as available, the employee must complete their portion of the 2021-22 evaluation. This includes completing the self-evaluation and submitting it to the Chair/Supervisor and creating the plan/goals in the 2022-23 Annual Performance Evaluation.

Should you have any questions or concerns regarding the Staff Performance Evaluation, please contact the Human Resources Office at 4114.