

2022-23 Staff Performance Evaluation

The Annual Staff Evaluations for 2022/23 are now available. You will note that the format has been updated for 2022/23. The changes should make the process more efficient in future years.

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 May. 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 2022-23 evaluation. This includes completing the Self-Evaluation, entering Future Goals and submitting it to the Chair/Supervisor.

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