



## 33.99.03.W0.01 Non-Faculty Employee Performance Evaluations

Approved January 25, 2006

Revised May 1, 2021

Next Scheduled Review Date May 1, 2026

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### Procedure Summary

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The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, set specific objectives for employees, and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist supervisors in evaluating their work force, identifying employee potential, and establishing priorities for training, education and reward.

The President or designee may revise the evaluation process to comply with current EEO law and to improve efficiency.

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### Procedure

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#### 1. SUPERVISOR RESPONSIBILITIES

The performance of each non-faculty employee, except graduate assistants and temporary employees, will be evaluated annually during the month of February. Annual evaluations will be performed for the period from March 1st through February 28th or 29th. More frequent or special evaluations may be conducted as deemed necessary.

Each employee will be evaluated by the supervisor to whom the employee reports. In most instances, the supervisor would utilize the standardized evaluation template that has been developed in Workday. If appropriate, additional, job-related criteria may be added to the evaluation form. An overall rating must accompany the evaluation.

All performance evaluation ratings are to be supported by specific documentation which constitutes the basis for rating employee's performance. Supervisors should keep notes on employee performance throughout the year so that the annual performance evaluation reflects performance for the entire period. Both the employee and the supervisor are required to acknowledge the performance review.

A private discussion is to be held between the supervisor and employee as part of the evaluation procedure. During this discussion, objectives set during the last performance evaluation process should be reviewed. The supervisor should cite specific examples of poor and/or excellent performance including clearly stated improvement objectives, action plans and timelines for the coming year.

The employee's position description must be reviewed to ensure that both supervisor and employee agree on the essential job duties. If the duties have changed, the position description should be revised. If no changes are needed, the supervisor will indicate that the position description was reviewed and no changes were needed. If revisions are needed, the supervisor must email [hr@wtamu.edu](mailto:hr@wtamu.edu) to request the position be updated.

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## **Related Statutes, Policies, or Requirements**

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[System Regulation 33.99.03 Performance Evaluations for Non-Faculty Employees](#)

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## **Revision History**

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Revised August 29, 2006

Revised October 13, 2006

Revised October 9, 2008

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## **Contact Office**

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**Approval Office**

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**Approval Signature**

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President/CEO

May 14, 2021

Date