

## West Texas A&M University Procedure

### **33.99.03.W0.01/BF Non-Faculty Employee Performance Evaluations Procedures**

*January 25, 2006*

*Revised August 29, 2006*

*Revised October 13, 2006*

*Revised October 9, 2008*

*Supplements System Regulation 33.99.03*

#### 1. GENERAL

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.

#### 2. SUPERVISOR'S RESPONSIBILITIES

The performance of each nonfaculty 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 through February. However, when an employee's performance is below standard, more frequent or special evaluations may be conducted as deemed necessary.

Each employee will be evaluated by the supervisor to whom the employee reports. The supervisor *may* utilize the standardized evaluation form that has been developed by the university. If appropriate, additional, job-related criteria may be added to the evaluation form. Regardless of the evaluation form used, a scoring sheet resulting in a single, overall average score or weighted average score must accompany the evaluation.

An employee's performance rating shall be based on his/her score as reflected by 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. The supervisor should sign the evaluation form before the discussion with the employee. Prior to the discussion with the employee, the supervisor's superior should also sign the evaluation forms certifying that the job evaluation ratings were applied consistently.

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 to consider if and/or how well those objectives were met. The supervisor should cite specific examples of poor and/or excellent performance, outline performance improvement steps and timelines for improvement, identify development needs and clearly state performance objectives for the coming year. Also, 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 on the performance evaluation form that the position description was reviewed and that no changes were needed. Finally, the employee should sign and date the evaluation form and attach any comments he/she wishes.

Each employee's completed evaluation and accompanying scoring sheet must be sent to Personnel Services for placement in the employee's official personnel file in accordance with TAMUS policy. Both documents must be submitted no later than March 15.

CONTACT FOR INTERPRETATION: Director of Personnel Services

APPROVAL:

  
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President/CEO

October 9, 2008  
Date