Staff Performance Evaluation Overview & Evaluator Guidelines

Overview:
Performance appraisals are an annual written document, formalizing routine smaller discussions and assessment of an employee’s performance of assigned duties and responsibilities. It is a tool to help enhance the efficiency and efficacy of an organizational unit and an individual employee within the unit. Effective use of probationary and subsequent annual evaluations provide a forum for exchanging ideas, promoting personal growth and achievement, identifying training and development opportunities, recognizing growth, and enhancing performance.

Evaluator Guidelines:

• Please review the online Staff Evaluation website (https://humanresources.utahtech.edu/employee-resources/staff-evaluation/) in full for process, notes, and reference materials.

• Review previous performance evaluations (if applicable), current job description within NEOED, the current year’s employee self-evaluation, and other internal assessments completed prior to completing the current year’s evaluation.

• Ensure fairness within the process. This means objective standards are applied to all employees in the area, all employees are evaluated, and dialogue is open and honest between employees and supervisors.

• Give employees appropriate notice when scheduling their evaluation. Evaluations should only be scheduled after the employee has turned in a self-evaluation form. If the employee chooses not to complete a self-evaluation (as part of their annual evaluation), this does not preclude the supervisor’s responsibility to complete their portion of the evaluation in a timely manner.

• Complete all sections of the evaluation and include comments with each section, as appropriate. This feedback is valuable to the employee for continued growth and ensures clarity on performance.

• Once the evaluation has been completed, give the employee up to three working days to provide feedback or comments on the evaluation. The next level supervisor is required to review and sign off on the evaluation if the overall evaluation score is “needs improvement” or lower.

• All evaluation forms (employee’s self-evaluation + staff evaluation form signed by supervisor, employee, and next level supervisor, if applicable) are due to the Human Resources Office by the annual deadline emailed to supervisors by Human Resources each year. Copies of these evaluation forms will be retained within NEOED and within Human Resources for future reference.

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