

## **HR Information Update Special Performance Evaluation Edition**

### **Administrative & Professional Faculty Performance Evaluations**

Annual performance evaluations for A&P faculty are conducted between June 1 and August 31. Detailed evaluation process information, applicable forms and pertinent policies can be found at <http://www.jmu.edu/humanresources/hrsc/ap.shtml>.

Sections 2 and 3 of the A&P Faculty Job Description and Performance Evaluation form should be completed between June 1 and August 31 of each year and retained in the department's file for that employee. JMU Policy 1307 [Performance Evaluation of Administrative & Professional Faculty](#) addresses A&P faculty performance evaluation requirements.

Your [HR Service Center Representative](#) is available to provide assistance. In addition, informational performance evaluation sessions are being offered by the HR Service Center.

Performance Evaluation Information Sessions for Supervisors of A&P Faculty  
Presented by Melinda Hardwick, HR Service Center Representative 83968

Thursday	June 25	11:00 a.m. – 12:00 p.m.	USB 102
Tuesday	July 21	3:00 p.m. – 4:00 p.m.	USB 102

Visit [Training and Development](#) for session descriptions and registration information.

### **Classified Employee Performance Evaluations**

Annual performance evaluations for non-probationary, classified employees are due in HR no later than the last workday in September (Wednesday, September 30, 2009). Detailed evaluation process information, applicable forms and pertinent policies can be found at <http://www.jmu.edu/humanresources/hrsc/performance.shtml>.

Performance evaluations can be completed and sent to HR beginning July 1, 2009. Supervisors are encouraged to start the process now to effectively evaluate their employees, provide honest and open feedback and send the completed, signed evaluation to HR prior to the September 30 deadline.

At this time, supervisors should:

- Dedicate planning/meeting time on their calendars for this process.
- Collect notes/feedback on employee's performance since October 2008.
- Consider extraordinary employee contributions or areas where improvement is needed. [Forms](#) to recognize positive behavior (or improvement needed) must be completed and arrive in HR no later than the first working day in September (Tuesday, September 1, 2009). These should be sent to HR throughout the year so they will be on file to validate the overall performance rating. Consult with your [HR Service Center Representative](#) before issuing a Notification of Improvement Needed form.
- Provide the employee a copy of their position description from [PositionLink](#) for self-evaluation. The performance evaluation time is an ideal time to make any necessary adjustments to the position description, parts I and II of the Employee Work Profile (EWP).

Areas that may need updating include working titles, core responsibilities, measures and special assignments. To update this information choose the “Update or Reclassify Position” start action link. For PositionLink assistance please contact Andrea Kiser, Workforce Management Assistant x83597.

- Give the employee a blank [annual evaluation form](#) to use for their self-assessment.
- Meet with the employee to review his/her [Individual Professional Development Plan](#) (IPDP) and to complete an IPDP for the upcoming year.

JMU Policy 1305 [Performance Evaluation for Classified Staff](#) addresses performance evaluation requirements for classified employees.

Your [HR Service Center Representative](#) is available to provide assistance. In addition, informational performance evaluation sessions are being offered by the HR Service Center.

#### Performance Evaluation Information Sessions for Supervisors of Classified Employees

Presented by Melinda Hardwick, HR Service Center Representative 83968

Thursday	July 16	9:00 a.m. – 11:00 a.m.	USB 102
Monday	July 27	2:00 p.m. – 4:00 p.m.	USB 102
Tuesday	August 4	2:00 p.m. – 4:00 p.m.	Festival Center, Conference Room 4
Wednesday	September 23	9:00 a.m. – 11:00 a.m.	Festival Center, Conference Room 4

Visit [Training and Development](#) for session descriptions and registration information.