

# Annual Performance Evaluations

The university strives to ensure that the performance planning and evaluation system will provide for the establishment and communication of performance expectations as the basis for evaluating an employee's work performance.

## PRIOR

Consider requiring your employees to complete a self-evaluation. The self-evaluation allows employees to conduct an assessment of their performance and is a valuable tool for supervisors to utilize prior to completing an evaluation of the employee's performance.

## PERFORMANCE CYCLE TIMELINE

- Non-probationary classified employees: October 25 to October 24
- A&P Faculty: July 1 to June 30
- Performance evaluations may be submitted to Human Resources as early as July 1 but are due no later than the last workday in September

## TIPS

- Collect and document information on a continuous basis
- Use the performance evaluation meeting to set or re-define developmental goals for the next year
- Utilize upward feedback. Employees' feedback on their supervisor's performance can be used for development purposes in assisting supervisors with improving their supervisory and leadership skills.

## RESOURCES

For additional information regarding the performance evaluation process, please follow the links below:

- [Performance Evaluation Process for Classified Employees](#)
- [A&P Faculty Job Descriptions and Performance Evaluations](#)