



## Employee Performance Evaluation & Development Guidelines

University of Oklahoma staff performance evaluations will be conducted in accordance with the following guidelines. Formal performance evaluations are not intended to provide answers to all performance-related questions that occur in the workplace. Nor are they to replace the on-going communication and feedback regarding expectations of job performance between supervisor and employees. Disciplinary actions that occur during the year should be taken into consideration when conducting a performance evaluation however; this process is not intended to replace the disciplinary action process.

**Related Policies** - Staff Discipline, Standards of Conduct, Health and Safety, University Grievance, Loyalty Oath.

**Responsible Office** – Office of Human Resources, Employee Relations. Norman: 325-5594; OUHSC: 271-2191; Tulsa: 660-3193

**Purpose of Performance Evaluations** - The performance evaluation and development system is designed to:

- Assess past levels of goal achievements;
- Assess past levels of performance;
- Assist employee and supervisor in identifying future performance goals and objectives;
- Encourage and improve communication between employee and supervisor;
- Serve as a basis for professional development opportunities.

**Timing of Performance Evaluations** - The performance evaluations will be conducted:

- After completion of the probationary period (for new employees or after transfer/promotion to a new position);
- Annually between January 1 and March 31;
- As deemed appropriate by the department head/supervisor.

(Continued on the next page)

**Process For Conducting Performance Evaluations** - The process for conducting the performance evaluations consist of following steps:

**1. Schedule a Performance Discussion** - The supervisor should schedule the performance discussion. Adequate time should be allowed for preparation, performance review and the feedback session. Last minute evaluations may result in ineffective and incomplete reviews.

**2. Gather Pertinent Data For The Performance Discussion** - The supervisor and employee should collect past and current job descriptions, and other data pertinent to performance and training. These items may be reviewed and discussed during the performance discussion.

**3. Conduct The Performance Discussion** - The following topics should be discussed during the performance discussion meeting, though the supervisor or employee may decide to discuss other topics as well:

- (A) Review of goals agreed upon at previous performance discussions.
- (B) Review of developmental activities that have occurred since the previous performance discussion.
- (C) Comparison and discussion of current (within this evaluation year) evaluation forms completed by employee and supervisor.
- (D) Planning for goals and development for the next evaluation period.

**4. Obtain The Appropriate Signatures** - Upon completion of the evaluation and development planning session, the evaluation documents will be signed and dated by the supervisor, the department head, and the employee. Upon completion of the review process, the supervisor will forward the evaluation forms and any other documents to the department head for review, comment, and signature.

*Note:* The employee's signature does not indicate agreement with the evaluation. It only acknowledges that the individual has been given an evaluation. Any disagreement of issues about the evaluation may be submitted within five (5) working days of receiving the evaluation. These comments will become a permanent part of the evaluation and development document. When this occurs, the employee may also request a ninety (90) day re-evaluation.

**5. File The Paperwork** - Copies of the documents will be made for the supervisor and employee's records for future use. The original documents are maintained in the employee's departmental file.

**6. Records For The Office of Human Resources** - The original Staff Performance Evaluation Summary Report is the only document that needs to be sent to the Office of Human Resources.