

From: [Human Resources](#)
To: [All Staff \(Norman\)](#)
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ANNUAL PERFORMANCE EVALUATIONS

****Evaluation Deadline Is 6/30**

Annual performance evaluations **have been extended to June 30** for all university staff (except student workers and other temporary employees). Performance evaluations are an important part of continuing the meaningful, honest, and thorough conversations between management and employees about their career and path for the future.

Revised Process for Submitting Performance Evaluations

The process for submitting performance evaluations has one small change from last year. As in the past, a performance evaluation summary must be submitted for every staff employee (except those listed above).

Each department's spreadsheet with employee names/evaluation ratings should be submitted to their respective VP's office for ultimate routing to HR by the June 30 deadline. This confirms the annual performance evaluation conversation with the employee is complete. **Department representatives can wait until they are able to return to campus to obtain signatures and send printed copies of the evaluation summary forms to HR via campus mail.** HR will receive, scan, and electronically store an evaluation for every employee.

Performance Evaluations Are Due by June 30. Need some guidance?

You can review the [performance evaluation process](#) here. Or, contact Employee Relations at ohr@ou.edu for guidance on conducting performance evaluation discussions remotely.

It's important for all staff to be prepared for evaluations. OU welcomes the discussion of goals, career planning, and professional growth. Human Resources has gathered some useful tips and best practices to help you prepare for your employee evaluation with your supervisor, [shown here](#). Here is a link for the [Employee Self-Assessment](#).

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