

**STAFF EVALUATION PROCESS**

1. Supervisor establishes date for evaluation meeting with staff member and provides two weeks’ notice of the date of the meeting.
2. Employees may complete a Self-Evaluation form to provide input to supervisors. In addition, supervisors may require employees to complete the self-evaluation form.
3. Supervisor completes his/her evaluation form for the planned meeting date.
4. Employee and supervisor meet and review the self-evaluation, discuss the performance factors and go over the supervisor evaluation.
5. Supervisor and employee set goals for the following year, and discuss training needs.
6. Supervisor completes comments section on form after the meeting and forwards it electronically to the employee.
7. Employee adds his/her own comments, prints the form and signs it, and forwards it to the supervisor.
8. Supervisor signs the hard copy and forwards both the evaluation form and the employee self-evaluation, if completed, to his/her supervisor (referred to as the Reviewer).
9. Reviewer receives all copies from his/her direct reports; reviews them; meets with supervisors when necessary.
10. All reviewed documents are sent to HR to review for professional development needs, over all compliance with performance evaluation plan and to determine if there are specific employees who need improvement plans for the next year.
11. All evaluations will be kept strictly confidential and will be accessible only to the Vice Chancellor for Administration and Finance and the Chancellor for their review.
12. All finalized copies are retained in employees’ personnel files in Human Resources. Employees may request to view their personnel files at any time.