Evaluator Instructions

In accordance with Texas A&M University System Regulation 33.99.03 and procedures adopted by TAMUK, the performance of non-faculty employees of TAMUK shall be evaluated at least annually, normally near the start of the calendar year, although discussions with employees regarding their performance should normally occur on an on-going basis.

The goal is to reach a mutual understanding of the standards of performance expected, and an overall performance rating. As the information recorded on this form will become part of the employee’s personnel record, and may be used in decisions concerning advancement, future training needs, performance-related salary adjustments or even disciplinary actions, take time to think through and complete all sections.

Supervisors are encouraged to take on-line training courses through HR Connect (https://sso.tamu.edu/)

Purpose of the Performance Evaluation

• To inform employees of the quality of their work.
• To identify areas of improvement.
• To set specific objectives.
• To provide employees an opportunity to discuss their career goals and the support needed to meet the goals.

How supervisors benefit from the Performance Evaluation

• Assists in evaluating the workforce.
• Aids in identifying employee potential.
• Establishes priorities for training, education and reward.

Step One – Schedule time for evaluation meeting with employee.

Step Two – Give employee the Performance Evaluation Form and a copy of their Position Description to be completed or reviewed prior to the meeting. As an evaluator you may prefer the employee to complete a Performance Evaluation form, as this is a tool and not a required part of the Performance Evaluation. An employee should not be given less than a week to prepare their form.

Step Three – Employee who oversee one or more budgeted employee and are responsible for an account or budget should complete the appropriate Performance Evaluation Form and review the Position Description.

Step Four – Meet with the employee to review the Position Description and the Performance Evaluation (see The Meeting section of this document).
Things to remember when completing the Performance Evaluation

- The direct supervisor evaluates the employee.
- If multiple supervisors – supervisor who oversees the majority of the work or separate evaluations.
- A comment **MUST** be made for a Performance Factor rated Above or Below Meets Expectations. Comments are highly encouraged regardless of the rating.
- Consider the performance of the full prior year, not just the last few months.
- Consider the performance and skills of the employee, not their seniority.
- Be specific. Give examples of performance or tasks.

The Meeting

- The meeting should be private without interruptions.
- Review the Position Description. Make or discuss updates as needed. Both employee and supervisor should initial and date the Position Description. The Position Description has a signature block for the 2nd, 3rd, and 4th year reviews on the last page.
- Discuss the Performance Evaluation form the employee completed.
- Review the Performance Evaluation prepared by you, the evaluator.
- Ensure the employee understands his/her duties, the performance standards and objectives established, and areas needing improvement.
- Both employee and evaluator sign the Performance Evaluation and Position Description.
- Tell the employee they have the ability to respond in writing to the oral and written evaluation.
- Make two copies of all forms (employee and supervisor) and forward the **originals** through the appropriate channel to Human Resources.
- Revised Position Descriptions should be retyped, forwarded for the appropriate signatures and returned to Human Resources. If the Position Description has not been revised/retyped in the last four years, please submit a new Position Description.

▶ Original Performance Evaluations and Position Descriptions ◀
are due in Human Resources by the end of March

Tips for preparing for the next Annual Performance Evaluation

- Develop a plan for new tasks, improving areas, training needs or other objectives.
- Schedule a mid-year performance evaluation to evaluate the plan.
- Give employee feedback throughout the year.
- Journal employee performance and goal obtainment.