

EMPLOYEE REVIEW PROCESS

2018 SCHEDULE

EVALUATION REVIEW PERIOD IS 09/01/17 through 08/31/18

Review Component	Participating Evaluators	Completion Periods and Due Dates	Instructions
Employee Annual Self Evaluation	All Employees*	Due by 9/24 to Direct Supervisor (or date designated)	Employee completes a self-evaluation using the annual review form and submits to direct supervisor.
Employee Annual Review	All Supervisors	Completed 9/24 – 10/12	Supervisor completes employee annual reviews and submits to department head.
		Completed 10/12 – 10/22	Department Head reviews and signs employee annual reviews and submits to senior administrator.
		Completed 10/22 - 11/5	Senior Administrator reviews and signs annual reviews, then submits to HR.
		Completed 11/6 – 11/30	HR reviews then returns annual reviews to Department Heads for distribution to supervisors.
		Completed 11/30 – 12/14	Supervisors conduct annual review meeting with employee and obtains signature.
		Due by 12/14 to HR	Signed evaluations are returned to HR.
Employee Review of Direct Supervisor	Optional for any Employee to Complete	Due by 9/24 to HR	A review of Direct Supervisor can be completed using the employee review of supervisor form. Completed review should be submitted to Human Resources. A summary of the review will be forwarded by HR to the Direct supervisor's supervisor. The employee who submitted the review will not be identified and the original review form will not be distributed.
Mid-Year and Administrative 6 Month Employee Review	All Supervisors	Completed after first 6 months of employment; optional thereafter	Direct supervisor completes 6 month employee review form and obtains department head/senior administrator signature. Direct supervisor meets with employee to discuss and to obtain employee's signature. Signed original 6 month reviews are forwarded to Human Resources.

*Self-Evaluations are optional for Staff (non-exempt) employees and are required for Administrative (exempt) employees.

Ratings	Definitions
Failed to Perform	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.
Performed Minimally	Performance does not meet expected level. This is an ACCEPTABLE level for employees in training or those who have not had sufficient experience on the job; it is an UNACCEPTABLE level for the fully trained employee. Improvement needed.
Performed Well	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.
Performed Very Well	Surpasses the standards and established performance expectations.
Performed Exceptionally	The rare performance that is exemplary.

Employee Annual Review Checklist
<p>Employee Self Evaluation:</p> <p><input type="checkbox"/> Reviews and updates the position description if needed.</p> <p><input type="checkbox"/> Reviews prior year's performance review.</p> <p><input type="checkbox"/> Prepares self-evaluation form assessing own performance, identifying areas for improvement, listing specific objectives.</p> <p><input type="checkbox"/> Submits original signed self-evaluation form to direct supervisor by 9/24/18.</p> <p>Direct Supervisor Employee Evaluation:</p> <p><input type="checkbox"/> Reviews and updates the position description if needed.</p> <p><input type="checkbox"/> Reviews supervisor's record on employee and prior year's performance review.</p> <p><input type="checkbox"/> Reviews the employee's self-evaluation.</p> <p><input type="checkbox"/> Assesses employee's performance and identifies areas for improvement.</p> <p><input type="checkbox"/> Completes the employee review form identifying specific objectives.</p> <p><input type="checkbox"/> Submits to Department Head for review and signature by 10/12/18.</p> <p><input type="checkbox"/> Department Head reviews, signs, & submits to Senior Administrator for review and signature by 10/22/18.</p> <p><input type="checkbox"/> Senior Administrator submits annual reviews to Human Resources by 11/06/18.</p> <p><input type="checkbox"/> Human Resources (HR) reviews and works with Vice President for Business and Finance to assign market/merit.</p> <p><input type="checkbox"/> HR provides Senior Administrators and Department Heads summary of merit data & market value data.</p> <p><input type="checkbox"/> HR returns annual reviews to Department Heads for distribution to supervisors by 11/30/18.</p> <p><input type="checkbox"/> Supervisors schedule an uninterrupted meeting time and gives the employee advance notice of the meeting.</p> <p><input type="checkbox"/> Provides the employee with a copy of the completed, signed review form at least 5 days prior to the meeting.</p> <p><input type="checkbox"/> Supervisor meets with employee and obtains employee signature on annual review form.</p> <p><input type="checkbox"/> Submits original signed review forms (employee self-evaluation and supervisor review of employee) to Human Resources by 12/14/18.</p>

**Employee Anonymous Review of
Direct Supervisor Checklist**

Employee:

___ Completes the employee review of direct supervisor form and submits to Human Resources by 9/24/18.

Human Resources:

___ Sends a summary of the review to the supervisor's supervisor.

Supervisor's Direct Supervisor:

___ Reviews employee comments for discussion and possible inclusion in the direct supervisor's annual review.

___ Completes supervisor's annual review.

Mid-Year and Administrative 6 Month Employee Review

Direct Supervisor Employee Evaluation:

___ Assesses employee's performance and identifies areas for improvement.

___ Completes the employee review form identifying specific objectives.

___ Obtains department head/senior administrator signature.

___ Schedules an uninterrupted meeting time and gives the employee advance notice of the meeting.

___ Provides the employee with a copy of the completed, signed review form at least 5 days prior to the meeting.

___ Meets with employee and obtains employee signature on review form.

___ Submits original signed review forms to Human Resources.

Employee:

___ Written employee comments are optional on the 6 month review.