

## 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
<b>Employee Annual Self Evaluation</b>	All Employees*	<b>Due by 9/24 to Direct Supervisor</b> (or date designated)	Employee completes a self-evaluation using the annual review form and submits to direct supervisor.
<b>Employee Annual Review</b>	All Supervisors	<b>Completed 9/24 – 10/12</b>	Supervisor completes employee annual reviews and submits to department head.
		<b>Completed 10/12 – 10/22</b>	Department Head reviews and signs employee annual reviews and submits to senior administrator.
		<b>Completed 10/22 - 11/5</b>	Senior Administrator reviews and signs annual reviews, then submits to HR.
		<b>Completed 11/6 – 11/30</b>	HR reviews then returns annual reviews to Department Heads for distribution to supervisors.
		<b>Completed 11/30 – 12/14</b>	Supervisors conduct annual review meeting with employee and obtains signature.
		<b>Due by 12/14 to HR</b>	Signed evaluations are returned to HR.
<b>Employee Review of Direct Supervisor</b>	Optional for any Employee to Complete	<b>Due by 9/24 to HR</b>	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.
<b>Mid-Year and Administrative 6 Month Employee Review</b>	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.

<b>Ratings</b>	<b>Definitions</b>
<b>Failed to Perform</b>	Employee consistently fails to meet acceptable established standards. Substantial improvement is critical.
<b>Performed Minimally</b>	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.
<b>Performed Well</b>	Good performance. Performance is satisfactory; consistently meets standards and established performance expectations.
<b>Performed Very Well</b>	Surpasses the standards and established performance expectations.
<b>Performed Exceptionally</b>	The rare performance that is exemplary.

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