

ANNUAL STAFF EVALUATION PROCESS

1. The evaluation process begins with each staff member completing a Staff Self-Evaluation form according to the schedule designated by Human Resources.
2. The supervisor then enters evaluative ratings and/or explanations in the Annual Review form. Evaluations are based on the requirements and duties in the employee's job description, the supervisor's analysis of the employee's performance during the evaluation period, the Employee Evaluation Rating System, and the employee's self-evaluation.
3. The supervisor schedules a time for a face-to-face discussion about the self-evaluation, the results of the evaluation, and the next year's goals, giving the employee notice appropriate notice prior to the meeting. After the discussion, the **SMART** (Specific, Measurable, Attainable, Realistic, and Timely) goals agreed upon by the employee and the supervisor are added to the form. The employee may add or attach comments at the end of the evaluation (after the supervisor signs). If requested, an employee is given up to three (3) working days to submit a written response.
4. After any additional comments are added, both the supervisor and the employee must sign the Staff Employee Annual Review form. The supervisor's signature signifies that this is an honest evaluation of the employee's performance. The employee's signature signifies that they have received the evaluation and discussed its contents with the supervisor. The employee's signature is required, even if they do not agree with the contents or results of the evaluation. An employee who refuses to participate in the annual evaluation process or to sign the Staff Employee Annual Review form will be considered insubordinate and may face sanctions under DSU Policy 372: Corrective and Disciplinary Action.
5. The supervisor forwards the completed Staff Employee Annual Review form with the employee's Self-Evaluation Form to Human Resources by June 28, 2019. The next-level supervisor may be contacted to review and sign the evaluation materials if requested or recommended by Human Resources. Human Resources will review the evaluation and the documents will become part of the employee's permanent personnel record.
6. An employee who disagrees with the results of an evaluation has rights under DSU Policy 151: Staff Grievances. An employee who believes they have received discriminatory or prejudicial treatment based on race/ethnicity, color, national origin, ethnicity, age, religion, gender, sexual orientation, gender identity/expression, pregnancy, disability, or protected veteran status has rights under DSU Policy 154: Title IX, Harassment and Nondiscrimination.