



Staff Performance Evaluation Overview & Evaluator Guidelines

Overview:

Performance appraisals are an annual written document, formalizing routine smaller discussions and assessment of an employee's performance of assigned duties and responsibilities. It is a tool to help enhance the efficiency and efficacy of an organizational unit and an individual employee within the unit. Effective use of an annual evaluation provides a forum for exchanging ideas, promoting personal growth and achievement, identifying training and development opportunities, recognizing growth, and enhancing performance.

Evaluator Guidelines:

- Please review the online Staff Evaluation website (<https://humanresources.dixie.edu/employee-resources/staff-evaluation/>) in full for process, notes, and reference materials.
- Review previous performance evaluations, current job description, the current year's employee self-evaluation, and other internal assessments completed prior to completing the current year's evaluation.
- Ensure fairness within the process. This means objective standards are applied to all employees in the area, all employees are evaluated, and dialogue is open and honest between employees and supervisors.
- Give employees appropriate notice when scheduling their evaluation. Evaluations should only be scheduled after the employee has turned in a self-evaluation form.
- Complete all sections of the evaluation and include comments with each section as appropriate.
- Once the evaluation has been completed, give the employee up to three working days to respond in writing to the evaluation. The next level supervisor is required to review and sign off on the evaluation if there are two or more areas of improvement within the evaluation.
- All forms (employee's self-evaluation + staff evaluation form signed by supervisor, employee, and next level supervisor) are due to the Human Resources Office by the annual deadline listed on the Staff Evaluation website. Copies of these forms may be retained by the department for future reference.