

PERFORMANCE APPRAISAL PROCESS & INSTRUCTIONS

Purpose: The performance appraisal process is designed to promote dialogue between employees and supervisors reflecting upon the employee's job performance, goals and professional development aspirations. This form is designed as a tool to support employees and supervisors in performance management.

Timeline: Performance Appraisals occur annually, with each Division assigned a specific timeline. Your supervisor will notify you of the specific timeline. However, it is important to recognize that effective performance management involves performance feedback, coaching and mentoring throughout the work year.

Rating Scale: The performance appraisal document includes two rating scales, one focused on the evaluation of an employee's primary responsibilities; the other to evaluate core competencies critical to overall job performance. There is also a Goals Section to record, rather than rate, the status of progress toward achieving agreed-upon goals.

The 3 point rating system related to primary job responsibilities in section 1 includes:
1 = needs improvement 2= successful/meets requirements 3 = commendable

A solid performance appraisal should reflect mostly ratings of "2", with some 3s for exceptional work on events or projects that occurred during the past year, and minimal 1s.

The 3 point rating system related to core competencies in section 2 includes:
1 = requires further attention/development 2= satisfactory 3 = area of notable strength

As noted above, a solid performance appraisal should reflect mostly ratings of "2" in the competencies section, with some 3s for areas of consistent notable strength, and minimal 1s focused on further development.

Employees and Supervisors are expected to comment when giving ratings of 1 or 3, as both warrant special attention and discussion.

Instructions to Complete & Save the Document:

- The first step in the process is for the employee to complete a self-appraisal.
- Before filling in the form, click on "File" & "Save as" – name the document and store it in a folder on your M-Drive.
- Open the file in your M-Drive folder.
- Following completion of the self-appraisal, save the document and forward it as an attachment to the supervisor for review and completion.
- Following the performance appraisal meeting, the employee and supervisor will complete the signature section on the last page of the document, and forward it to the Human Resources Department.

**Thank you for your attention to this important process. Should you have any questions regarding the process or appraisal document, please contact the Human Resources Office:
SJU HR Office – extension 2508
CSB HR Office – extension 5500
Abbey HR Office – extension 2874**