

University Enterprises, Inc. Policies and Procedures	Policy No. 305
Section:	Human Resources
Policy:	Job Performance Evaluation
Revised Date:	December 11, 1998

Job Performance Evaluation

I. PURPOSE

To provide a process by which the job performance of each employee is evaluated.

II. SCOPE

This policy applies to all regular University Enterprises, Inc. (UEI) employees. Employees working at the United States Geological Survey are not covered under this policy.

III. POLICY

It is the policy of UEI policy to give its employees regular and periodic written evaluation of their job performance. The evaluation is designed to:

- A. Motivate and guide employees toward greater self-development and improved job performance by discussing employee's significant strengths and areas needing improvement in a constructive manner;
- B. Provide a uniform means for supervisors to make salary recommendations to directors based upon an assessment of an employee's performance in relation to the job description and performance expectations;
- C. Provide a means for evaluating an employee's suitability for continuation of employment, job transfer, or promotion;
- D. Identify training needs;
- E. Provide a record of employee progress; and
- F. Provide a forum for discussion between the supervisor and employee.

IV. PROCEDURE AND RESPONSIBILITIES

Each supervisor is responsible for conducting performance evaluations for each subordinate employee.

- A. Timing:
 1. Supervisors should complete job performance evaluations for their employees by the designated date, prior to the end of the fiscal year. Evaluations may be conducted on a more frequent basis if desired by the supervisor.
- B. Job performance evaluation information and procedures are available in Human Resources.
- C. Performance Evaluation Discussion: Supervisors should hold a discussion with the employee regarding the performance evaluation. The discussion should be held at a pre-arranged time in a private location free from interruptions.

- D. Approvals: Approvals of performance evaluations are required by the originating supervisor, the next level of management, and the department head. The Director, Human Resources or designee should also review performance evaluations. A copy of the completed performance evaluation should be given to the employee and the original should be placed in the employee's personnel file.

V. RELATED POLICIES

- Policy No. 030 Equal Employment Opportunity and Affirmative Action
Policy No. 125 Employee Assistance Program
Policy No. 315 Promotion