PURPOSE

The performance appraisal process provides the opportunity for supervisor and employee to work collaboratively to build, improve, and sustain employee performance and to contribute to organizational effectiveness.

RESULTS OF A WELL-PLANNED PERFORMANCE APPRAISAL

▲ Communicates expectations and goals to employee and provides feedback to both parties.

▲ Provides valuable insights to the employee and the supervisor into the work being done and those who are doing it.

▲ Creates an opportunity for new ideas and improved methods.

▲ Reduces anxiety because employee knows how s/he is doing.

▲ Reinforces sound work practices and encourages good performance.

▲ Eliminates misunderstandings about how the quality of work is being perceived.

PERFORMANCE APPRAISAL PROCESS

▲ The supervisor should meet briefly with the employee to explain the performance appraisal process. During this meeting the supervisor should give the performance appraisal questionnaire to the employee and request that it be completed and returned within a week. When the questionnaire is returned, the supervisor should review it and set up a time to meet with the employee for the performance appraisal meeting.

▲ The supervisor should revise the employee's position description and give a copy to the employee for comment and possible revisions. The final version should be given to the employee at the performance appraisal meeting.

▲ The supervisor should complete the performance appraisal form (Part I), prepare a written response to the discussion questions (Part II), and meet with the employee for the performance appraisal interview.

▲ At the conclusion of the meeting, the employee should be given an opportunity to add comments (Part III). If there are no comments, or after comments have been added, both the supervisor and the employee should sign the performance appraisal where indicated. The signature of the supervisor indicates that this is the supervisor's fair and accurate appraisal of the employee's performance. The employee's signature indicates that the employee has read the appraisal and that the supervisor and employee have discussed the appraisal. The employee's signature does not necessarily indicate the employee's agreement with the assessment of performance.

▲ A copy of the performance appraisal form, discussion questions, and updated position description should be given to the employee. The original performance appraisal form, discussion questions, and employee's questionnaire should be sent to the Human Resources Office for inclusion in the employee's personnel file. A copy of the updated position description should accompany the performance appraisal material.