

# **PERFORMANCE EVALUATIONS**

## **PURPOSE**

The Performance Evaluation process formally recognizes employees for their accomplishments and contributions to the university. The Performance Evaluation process serves as a vital management tool to evaluate and improve performance and motivation. The Performance Evaluation process has been implemented to enhance communication between supervisors and their staff; clarify the expected level of job performance; and help employees set and accomplish goals and career objectives.

## **WHO IS COVERED**

All full-time and part-time, administrative/professional and hourly staff employees.

## **POLICY**

The Office of Human Resources and Risk Management will distribute the Performance Evaluation forms to the Vice Presidents, Deans and Directors with a listing of employees in their area and anniversary dates. The Vice Presidents and Deans will be responsible for distributing the forms to the appropriate supervisors. The respective supervisor should complete the Performance Evaluation for every hourly and administrative/professional staff member during the timeframe from November 1<sup>st</sup> through February 15<sup>th</sup>.

## **PROCEDURES**

- 1) Every new employee should receive an explanation of the Performance Evaluation process during the new employee orientation conducted by The Office of Human Resources and Risk Management.
- 2) During the months of November 1<sup>st</sup> through February 15<sup>th</sup>, a meeting should be scheduled for both the employee and supervisor. Each employee to be evaluated will be given the Self-Evaluation form prior to the evaluation meeting. Employees should bring the completed Self-Evaluation form to the evaluation meeting, but should not provide the form to supervisors prior to the session.
- 3) The supervisor of the employee to be evaluated should assemble and review, prior to the evaluation meeting, the employee's:
  - Job description
  - Past performance evaluations
  - Performance goals
  - Documentation of performance
- 4) The supervisor will complete the Performance Evaluation form. There are two different forms for employees, one for supervisory personnel and one for support personnel. In completing the Performance Evaluation form, supervisors should be detailed and use specific examples in the comment section

- 5) Supervisors should complete the Performance Plan for the employee being evaluated. The Performance Plan included in the Performance Evaluation form enforces the concept that each employee can make a difference by setting and accomplishing goals to help the university reach its vision.
- 6) The supervisor conducts the Performance Evaluation meeting with the employee being evaluated. In this meeting the supervisor asks the employee to share his or her comments relating to the Self-Evaluation and discusses the Performance Evaluation form and ratings. At this meeting, the supervisor will also discuss the employee's accomplishments and the Performance Plan.
- 7) The supervisor and employee should obtain mutual agreement or compromise on the Performance Evaluation. If agreement cannot be reached, the supervisor should encourage the employee to prepare a written response, which should be attached to the Performance Evaluation form and submitted to The Office of Human Resources and Risk Management. A representative from Human Resources may determine if additional action should be taken to mediate the situation.
- 8) Each supervisor should turn in original completed Performance Evaluation forms to The Office of Human Resources and Risk Management.

The authority to grant exception to one or more of these policies and procedures is vested with the President of The University of Tulsa or his/her delegated representative(s).

Policy Effective Date: June 1, 1994

Revised: September 1, 2000  
November 1, 2007