

## Classified Annual Performance Program & Evaluation Timeline

### Day 1:

Section 1: Employee Information

Section 2A: List the **top 5 to 7** Tasks (job duties) and Standards (supervisor expectations) that you will be using to rate performance during the program period

Example:

Task: Front Desk Reception Coverage

Standard: Greet visitors, answer telephones, respond to standard inquiries concerning program activities and procedures in a courteous, accurate, efficient and professional manner. Refer more technical questions to appropriate staff.

Meet with Employee and request Employee to initial and date to confirm receipt

(Supervisor can date and sign under the employee's initials)

Keep original in your desk file and send a COPY of the Program to HR

### 6 Month:

Section 3: Six Month Recertification (Optional but strongly recommended)

This is not a formal rating, and therefore cannot be appealed by the Employee

If revisions are made to the program, reach out to HR prior to meeting with the Employee.

Meet with Employee. Supervisor and Employee sign. Provide Employee with a copy and keep original in your desk file

### One Year:

Section 2B: Supervisor summarizes employee performance (reference section 2A)

Section 4: Supervisor Comments

Section 5: Performance Rating (Satisfactory or Unsatisfactory)

If rating is deemed **Unsatisfactory**, please contact HR prior to meeting with Employee

Section 6: Review and Approval (Obtain approval from Dept Head or Dean prior to meeting with Employee)

After Section 6 is complete, meet with Employee and discuss performance / rating. Provide a copy of the evaluation to the Employee

Section 7: Employee may add comments if they choose (not required)

Ask the Employee to SIGN the evaluation (this strictly confirms the Employee received the evaluation but does not affirm agreement with the rating)

If Employee refuses to sign – note that on the form and submit Original to Human Resources

**Provide Employee the new Annual Performance Program covering the following year (see Day 1)**