

Guidelines for Annual Performance Evaluation

2002-2003 Guidelines for Institutional Advancement Administrative Employees Policy

There will be an annual performance evaluation for all employees of the Division of Institutional Advancement at Nicholls State University.

Purpose

Every employee in the division has the right to an annual performance evaluation. The purpose of the evaluation is to clearly define and communicate expectations for each performance period in order to allow the employee to successfully meet those expectations. In addition to defining expectations, the evaluation process will also set the priorities for each performance period.

Applicability

All full-time regular and non-regular and all part-time regular professional and support employees will be evaluated in the review sequence.

Probationary Employees

Evaluations of probationary employees (includes new hires, reclassifications and promotions) will be conducted on the same forms as all other employees. Supervisors should indicate in the appropriate location which probationary period is being evaluated. For example, three month or six month for support employees or four month, eight month, or 12 month for professional employees. Once an employee is no longer on probation, their annual review will follow the same review sequence as all other employees.

Review Sequence

January

The annual performance evaluation period begins.

June

Mid-year performance review. The supervisor and employee will discuss progress towards the established annual performance goals.

December

End of annual performance evaluation period.

The supervisor will discuss the annual performance and a written evaluation will be presented to the employee. The form will be routed for appropriate signatures. The

completed form will be forward to Personnel Services to be placed in the employee's personnel file.

In addition, the supervisor and employee will set performance expectations for the coming performance evaluation period.

Criteria

Criteria for the performance evaluation of support and professional employees have been separately established as follows:

Support Employees

- Knowledge Applicable to Job
- Quality of Work
- Initiative and Judgment
- Adaptability
- Teamwork and Cooperation
- Acceptance of Responsibility
- Attendance and Responsibility
- Customer Services
- Management of Workload
- Work and Equipment Safety
- Supervisory Skills
- Budget Management

Professional Employees

- Customer Service
- Quality of Work
- Organization
- Knowledge Applicable to Job
- Teamwork
- Problem Solving
- Communication
- Supervision and Training
- Effort and Innovation
- Service

Appeal

An employee may appeal his/her annual performance evaluation in the following manner.

1. **Employee:** Present a written appeal to his/her direct supervisor within ten (10) working days of receiving the supervisor's evaluation results.
Supervisor: Respond within five working days.

2. **Employee:** Present a written appeal to the area executive administrator (executive director, vice president or provost) within five working days of receiving the supervisor's response.
Executive Administrator: Respond within five working days.
3. **Employee:** Present a written appeal to the President of the University within five working days of receiving the area executive administrator's response.
President: Respond within five working days.

The President's decision is final.