

Performance Evaluation Guidelines

Performance Evaluations are an opportunity for managers to give constructive feedback to staff about work done over the past year. They provide a chance to touch base about prior goals and set new ones. This opportunity should be taken as a serious invitation to evaluate the work being done by staff in our areas. Consider the following: What are the specific expectations for the position, how do they align with the mission of the unit, and what is the timeline for specific goals to be met?

The rating definitions are as follows:

- 1 = unsatisfactory
- 2 = improvement needed
- 3 = good
- 4 = very good
- 5 = outstanding

Each job duty in the program should be carefully evaluated and appropriately rated pursuant to the above definitions. Important considerations include efficiency, quality, and timeliness of work. Secondary source feedback also should be weighed in the evaluation.

Therefore, I am asking all supervisors to take this opportunity to examine/consider their use of the performance evaluation rating scale and in order to provide accurate and useful feedback to staff members according to standard criteria. For example, If a staff member is doing a good job in an area outlined in the performance plan, the appropriate score should be 3, representing satisfactory performance. A 5 should be reserved for recognizing truly exceptional performance and to acknowledge truly exceptional achievement in a particular area of expectation.

Recognizing that a staff member who receives all “5s” in every job duty is a singular achievement, that staff member should also concurrently be nominated for the CAS Staff Excellence Award. As such, for anyone whose job performance receives all “5s,” please submit a draft nomination letter for that award to the Dean’s Office accompanying the submission of the Performance evaluation.

Please be reminded that during the course of the year, if the supervisor identifies a continuing need for improvement in the employee’s performance, it is the responsibility of the immediate supervisor to discuss this with the employee, providing them important feedback.

The performance evaluation should always include a conversation with the employee. The CAS clarification of performance evaluation guidelines is likely to require additional conversations with staff to discuss this evaluation process. Please begin working on them prior to the deadline. Performance evaluations are due July 1st.

Remote work agreements: The challenges of COVID-19 permanently changed what work is done and how work is done. Your 21-22 performance plans set expectations based on this knowledge. Thus, the performance evaluation should include an assessment of all remote work performed.