

**NOTE:** This document refers to the procedures for the one year (1824 hour) probationary evaluation and the regular two-year evaluation. The initial six month (912 hour) probationary evaluation and the non-initial probationary evaluation follow a different procedure.

## **OVERVIEW**

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UFV encourages a work environment in which employees and supervisors communicate regularly about job performance. Performance feedback should include the employee's progress towards achieving goals and objectives, recognition of individual accomplishments, and opportunities for growth. Ongoing communication helps ensure that there is a mutual understanding of job performance requirements and of the employee's success in meeting them.

The purposes of evaluation are:

- a) To provide employees with information that will enable them to monitor and improve job skills and effectiveness, and to identify opportunities for growth.
- b) To confirm an employee's suitability for reappointment or continuing appointment.

## **TIMING FOR EVALUATION**

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All new appointees to staff positions will be evaluated twice during their probationary period. The first of such evaluations will occur no later than six (6) months after the initial appointment. Thereafter, staff employees will be evaluated every two (2) years after completion of their probationary period. UFV may request an evaluation on an annual basis, and the staff employee may request an evaluation sooner than the two (2) year period. A formal evaluation may be waived for post-probationary employees. Two (2) consecutive evaluation periods cannot be waived. By waiving the formal evaluation, all parties acknowledge that the employee has had satisfactory performance since the last evaluation.

## **EVALUATION PACKAGE CONTENTS**

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1. Exempt Administrator Checklist
2. (Job Description)
3. Supervisor's Evaluation Input Form
4. Employee Self-Appraisal Guidelines & Form
5. Evaluation Summary Report Form
6. Employee Response to Evaluation Summary Report

## **EVALUATION PROCEDURES**

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1. Approximately eight (8) weeks prior to the due date of the evaluation the Human Resources department will send out the evaluation package to the employee's exempt administrator.
2. If the exempt administrator and the employee agree to waive the evaluation (applies to non-probationary employees only), it must be confirmed in writing, signed by all parties and sent to Human Resources. You will be advised by Human Resources whether or not a specific evaluation can be waived.
3. The exempt administrator meets with the employee to advise that an evaluation is to be conducted and reviews procedures. ***At this meeting a second meeting is set to review the completed evaluation.***
  - (a) The exempt administrator will provide the employee with the *Self-Appraisal* form for completion and submission to the exempt administrator.
  - (b) The exempt administrator will review with the employee's job description and develop questions for discussion.
4. If the employee's direct supervisor is someone other than the exempt administrator, the exempt administrator will provide that supervisor with *Supervisor's Evaluation Input* form for completion.
5. The exempt administrator prepares a summarized report, the direct supervisor's input, and the employee's self-evaluation. The summary report covers a specific period and summarizes the performance of the employee during the evaluation period. It should indicate the employee's strengths and areas for growth, include commendations, identify areas for improvement/growth over the coming year, recommend professional development activities for the employee to consider, and set objectives for the employee for the coming year.
6. The exempt administrator forwards the evaluation to the Dean or Vice President of the area for review and comments, if desired. The Dean or Vice President then signs the report and returns it to the exempt administrator.
7. To complete the evaluation, the exempt administrator and the employee meet to review the evaluation report and each of them signs the report acknowledging that the employee has read and discussed the same. Within five (5) workdays, the employee may enter a memorandum into the evaluation file. An employee on a continuing contract (non-probationary) has the right to request a re-evaluation if he or she does not agree with the contents of the evaluation.
8. The complete evaluation is then forwarded to the Human Resources department, to be placed in the employee's file.