PERFORMANCE EVALUATION

POLICY NUMBER: RESERVED FOR FUTURE USE
POLICY TYPE: ADMINISTRATIVE
RESPONSIBLE OFFICIAL TITLE: DIRECTOR OF HUMAN RESOURCES
RESPONSIBLE OFFICE: OFFICE OF HUMAN RESOURCES

I. POLICY STATEMENT

The Performance Evaluation system is designed to promote and document performance assessments based on essential job functions and clear, realistic job standards; and to promote a high level of employee performance through consistent feedback via the annual evaluation.

Supervisors, employees, and Human Resources each have a role and various responsibilities in the Performance Evaluation process.

Supervisors should:

- Plan to participate in Performance Evaluation training sessions offered by the Human Resources Department.
- Review the self-evaluation submitted by the employee.
- Talk with the previous supervisor if the employee is a transfer to gather information.
- Complete the Performance Evaluation in a timely manner and discuss the evaluation with the employee.
- Provide periodic feedback and coaching throughout the year to the employee.
- Ensure that all Performance Evaluation ratings reflect job performance and are supported by objective documentation and examples.
- Communicate results clearly, objectively, privately, and sensitively with the employee.
- Address any issues with the employee directly and in a timely manner.
- Provide a copy of the Performance Evaluation to the employee.

Employees should:

- Complete a self-evaluation, and submit to their supervisor in a timely manner.
- Initiate communication with their supervisor regarding their job performance.
- Acknowledge receipt of their evaluation by signing off on the evaluation after the Performance Evaluation discussion.
- Add comments and supporting documentation if desired.

Human Resources should:

- Provide training for managers on the Performance Evaluation process.
• Provide resources and support to managers and employees.

The Performance Evaluation process takes place in February and March. All completed evaluations are due to Human Resources by the first week in April, the specific due date will be communicated each year.

The Performance Evaluation form shall be prepared by the supervisor with revisions made jointly with the employee. Completion of this form is the responsibility of the supervisor with input from the employee’s self-evaluation.

The supervisor completes the Performance Evaluation and then meets with the employee to discuss the Performance Evaluation and then sign off on the evaluation. Once the form has been signed by both parties, it can be sent to the area VP then forwarded to Human Resources.

The employee may add comments and supporting documentation prior to signing off on the evaluation. The employee’s signature indicates the employee has read the form, but does not necessarily indicate the employee’s agreement with its content.

NKU has a Pay for Performance system and the manager’s decision for merit increases takes into account the employee’s Performance Evaluation. As applicable the annual pay increase is determined and subsequently communicated to the employee by the appropriate administrator. Pay adjustments shall normally take effect July 1.

Feedback and coaching should occur on an ongoing basis throughout the year. The purpose of feedback and coaching is to provide supervisors with an opportunity to recognize effective performance and provide coaching for improvement. As a part of the feedback and coaching components, employees are encouraged to gather informal feedback as appropriate throughout the year.
• Supervisors should provide timely feedback to motivate employees toward improved performance.
• Feedback is also an opportunity for supervisors and employees to discuss and update job standards and goals set during Performance Evaluation.

During the Performance Evaluation process, the supervisor and employee should talk about goals for the following year. This may be done as part of the evaluation or in a separate meeting within the timeframe for the Performance Evaluation process.

Individual performance goals should support the department goals; department goals should support the University’s goals. Goals may include taking on additional projects or learning new systems.

II. ENTITIES AFFECTED

Faculty and Staff
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