

PERFORMANCE EVALUATION - STAFF

POLICY NUMBER: ADM-PERFEVALSTAFF

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: CHIEF HUMAN RESOURCES OFFICER

RESPONSIBLE OFFICE: HUMAN RESOURCES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 6/11/18

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS FOUR (4) YEARS – 9/7/2026

SUPERSEDES POLICY: STAFF PERFORMANCE EVALUATIONS

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

An employee performance evaluation provides an opportunity for self-assessment, goal-setting, and professional development as well as recognition for outstanding service.

The performance evaluation process 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 probationary and annual evaluations.

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

II. ENTITIES AFFECTED

All Staff employees, including administrators.

III. RESPONSIBILITIES

Supervisors should:

- Plan to participate in performance evaluation training 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.
- Work collaboratively with the employee on an individual development plan for their professional growth.

Employees should:

- Complete a self-evaluation, and submit it 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.
- Work collaboratively with their supervisor on an individual development plan for their professional growth.

Human Resources should:

- Provide training and guidance for managers on the performance evaluation process and how to conduct a performance evaluation.
- Provide resources and support to managers and employees.

IV. PROCEDURES

- A) The 30-, 60-, 90-day performance evaluation is utilized during the probationary period of a new employee's hire. The 30-, 60-, 90-Day Performance Evaluation Form (available on the [Human Resources website](#)) serves as the initial tool to document performance and engage in discussion. The employee and supervisor will complete their respective parts, and the supervisor needs to submit only the 90-day evaluation to the area Vice President (VP) for signing and then to Human Resources.
- B) All employees who have completed the 90-day evaluation prior to December of the previous year will participate in the annual staff evaluation process of the current year.
- C) The annual performance evaluation process typically takes place starting in March, as the evaluation period covers March 1 of the previous year through the last day of February of the current year. All completed evaluations are to be forwarded to Human Resources as instructed on the form. Human Resources will set the deadlines each year.
- D) The Staff Performance Evaluation Form (available on the [Human Resources website](#)) shall be prepared by the supervisor with revisions made jointly with the employee. Completion of the form is the responsibility of the supervisor with input from the employee's self-evaluation.
- E) The supervisor completes the Performance Evaluation Form and then meets with the employee to discuss the employee's performance, next year's goals and development plan, and then signs off on the evaluation. Once the form has been signed by both parties, it can be sent to the area VP and then forwarded to Human Resources.
 - The supervisor and employee should talk about goals for the following year. Individual performance goals should support the work being performed, as well as the department goals; department goals should support the University's goals. Goals may include taking on additional projects or stretch opportunities.
 - Individual development planning is a collaborative effort between the supervisor and employee that helps the employee to grow/develop personally and/or professionally and

for the job of today or tomorrow, as in considering what course(s) the employee should take to further or advance their career.

- F) 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 it does not necessarily indicate the employee’s agreement with the content.
- G) 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 from customers and peers, 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 the performance evaluation.

V. TRAINING

Training and guidance are provided about the performance evaluation process for all managers and employees. This training covers basic information about conducting performance evaluations, NKU procedures, the forms and system used at NKU, and important dates.

VI. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

For forms and more information about the staff performance evaluation process, see the [Human Resources website](#).

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Minor revision/updates/edits/formatting & name change to “Performance Evaluation-Staff”	September 7, 2022
Revision & name change to “Staff Performance Evaluations”	June 11, 2018
Replaces “Performance Evaluation”	

PERFORMANCE EVALUATION - STAFF

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. K. Vaidya

Date

09/07/2022

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 11 / 9 / 2022.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____ / ____ / ____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

SECRETARY TO THE BOARD OF REGENTS

Signature

Tammy Knochelmann

Date

11/12/2022

Tammy Knochelmann