STAFF PERFORMANCE EVALUATIONS

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: PRESIDENTIAL APPROVAL PLUS FOUR YEARS – 6/11/22
SUPERSEDES POLICY: PERFORMANCE EVALUATIONS
BOARD OF REGENTS REPORTING (CHECK ONE):
☐ PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):
☒ PRESIDENTIAL REPORT (INFORMATION ONLY):

I. POLICY STATEMENT

Employee performance reviews provide an opportunity for self-assessment, goal-setting, and professional development as well as recognition for outstanding service.

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.

II. ENTITIES AFFECTED

All Staff employees, including administrators.

III. RESPONSIBILITIES

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 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.

## IV. PROCEDURES

All employees who have completed the 90 Probation Evaluation will participate in the annual staff evaluation process each year.

The Performance Evaluation process typically takes place in February and March. All completed evaluations are forwarded to Human Resources. Human Resources will set the deadline each year.

The Performance Evaluation form 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.

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 the 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. Goals should be turned in along with the Performance Evaluation.

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.

## V. TRAINING
Training is provided each year prior to the annual evaluation process for all new managers. Training covers basic information about performance evaluations, NKU procedures, the form used at NKU, and well as important dates.

VI. REFERENCES AND RELATED MATERIALS

REFERENCES & FORMS

For forms and more information about Staff Performance Evaluations, see the Human Resources website: https://inside.nku.edu/hr/training/staffdevelopment.html

REVISION HISTORY

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<th>REVISION TYPE</th>
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# STAFF PERFORMANCE EVALUATIONS

## PRESIDENTIAL APPROVAL

### PRESIDENT

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Gerard St. Amand

## 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: 9/12/18.

- [ ] 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.)

## EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

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Benjamin Jager