

MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Policy #:		Effective:	July 2012	Category:	All University Employee Policies
Name:	PERFORMANCE EVALUATIONS				

1.0 PURPOSE

The purpose of the policy is to provide guidance to University employees regarding the policy below in order to comply with the standards set forth by the University. This policy is necessary in order to maintain an effective and compliant workforce that meets the University mission.

2.0 SCOPE

Staff Employee Policy

3.0 POLICY

Every full-time classified and professional staff employee shall be evaluated on an annual basis by his or her immediate supervisor on how well the employee performs his or her job duties and responsibilities. The evaluation of employee performance is intended to serve several purposes, including the following: 1) to evaluate each employee's effectiveness in performing assigned duties and responsibilities; 2) to identify factors that can improve job performance; 3) to assist the employee in developing additional knowledge, skills and abilities for job advancement; 4) to recognize exceptional performance; 5) to document shortcomings or substandard performance; and 6) to identify training and development needs.

Human Resources distributes annual performance evaluation forms to be completed by supervisors in the spring of each year. In addition to these regular performance evaluations, a supervisor may conduct an interim performance evaluation whenever necessary, either to document an employee's poor performance or to recognize an employee's noteworthy performance and/or significant contributions to University operations. It is permissible for a departmental administrator or supervisor to develop a different evaluation method for employees if the method documents and monitors the employee's job performance and professional development more appropriately, and is approved by the Director of Human Resources before implementation.

After a supervisor completes an evaluation, he or she discusses it with the employee. The employee is asked to sign the evaluation acknowledging that it has been discussed. Signing the evaluation form does not mean the employee agrees with the evaluation; it means that the employee is aware of and has been informed of the evaluation. An employee who believes he/she has received an unfair or inaccurate performance evaluation may submit a written response to the evaluation and request Human Resources to place it in his or her personnel file with the performance evaluation. The Director of Human Resources is also available to advise or counsel employees about expected performance standards and to assist employees in making adjustments regarding performance.

4.0 HISTORY

This policy may be revised, edited, changed or removed at any time with or without notice to applicable individuals.

5.0 RELATED DOCUMENTS