**Performance Appraisal Guidelines and Instructions**

The performance appraisal process for the Riverside Campus is based on two fundamental aspects of the job. The first is the essential functions to be performed and the goals and expectations to be met, and the second is the application of performance factors vis-à-vis those functions, goals, and/or expectations.

Seven performance factors have been identified. One of the factors, supervisory/leadership skills, will be applicable to only supervisors and managers. Also, additional performance factors may be established if needed.

**GUIDELINES FOR THE ADMINISTRATION OF THE PERFORMANCE APPRAISAL**

Performance appraisals are intended as a means of measuring individual performance, developing performance goals, fostering professional development and career growth, aiding in the determination of merit increases, and meeting the internal and external demands for documentation of individual performance.

**Performance Appraisal Procedure**

The formal performance appraisal procedure shall include the following steps:

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| **1.** | **Planning Process** |
|   | At the beginning of each evaluation period, employee and supervisor review the job’s essential functions, management’s performance expectations, and establish, if appropriate, job-related goals and objectives for the evaluation period. The specific elements of the planning process should include the following: |
|   | a. | Supervisor reviews previous performance appraisal, essential functions and job requirements. |
|   | b. | If appropriate, goals and objectives for the next evaluation period are established. Management’s expectations are defined. |
|   | c. | Supervisor identifies performance factors (refer to performance appraisal form) to be used. |
| **2.** | **Informal Progress Meetings** |
|   | Supervisor and employee meet periodically throughout the year to discuss and reassess the employee's progress towards achieving goals and objectives and meeting management's performance expectations or need for possible modification. |
| **3.** | **The Performance Appraisal** |
|   | a. | Employee will complete the self-appraisal. |
|   | b. | Supervisor reviews the established job-related goals and objectives, employee's self-statement, essential functions, and other relevant materials such as customer/client satisfaction surveys. |
|   | c. | Supervisor writes an appraisal of the employee’s performance. |
|   | d. | Supervisor and employee discuss the written assessment and make plans for training and development to enhance performance and professional development. |
| **4.** | **Forwarding the File** |
|   | Each organizational unit is responsible for ensuring written appraisals are completed annually and maintained in the appropriate office. |

**INSTRUCTIONS**

Following are brief instructions for completing the appraisal form. The appraisal should summarize performance that has occurred throughout the evaluation period.

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| **1.** | **Performance Review** |
|   | There are three performance appraisal forms: the standard, the narrative, and the update. The standard or narrative form must be used for the first three years an employee is in a position. For employees who have been in the same position for three years or more (with the same supervisor) and have had satisfactory or above ratings, the updated form can be used, but the standard or narrative form must be used once every three years. Also, the employee and/or supervisor may opt to use the comprehensive form. The standard appraisal form lists the seven performance factors and asks the supervisor to rate how the incumbent has applied those factors in accomplishing the essential functions, goals and expectations. The narrative form allows for the supervisor to pick specific factors related to the position and rate the incumbent based on essential functions, goals, and expectations. Rate how the employee has applied each applicable factor in the performance of the essential functions. |
| **2.** | **Overall Appraisal of Performance** |
|   | Indicate the employee's overall level of performance. |
| **3.** | **Comments Supporting the Overall Appraisal** |
|   | Explain any appraisal which exceeds or falls short of the objective. Written documentation including examples or work samples should be provided. |
| **4.** | **Employee Comments** |
|   | The employee may provide comments concerning the appraisal or the process |
| **5.** | **Signatures** |
|   | a. | The employee's signature indicates the appraisal has been discussed with the employee. |
|   | b. | The supervisor should sign the evaluation after the performance appraisal has been conducted. |
|   | c. | If the department head is not the supervisor, signature is required to indicate acceptance of review. |
| **6.** | **Planning Process/Job-Related Goals and Objectives** |
|   | Identify future objectives for job performance, major activities and the corresponding time frame for meeting those objectives. |
| **7.** | **Self-Statement by Employee** |
|   | Prior to the supervisor completing the performance appraisal, the employee should complete the self-statement. |