

Georgia State University - 2018 Performance Evaluation Overview

The Board of Regents requires a formal, annual written performance evaluation for all classified employees. The evaluation must appraise the employee's competencies and potential for development. Performance evaluation forms are maintained by Georgia State's Department of Human Resources as the University's official record of employee's performance.

Annual evaluations review the performance period January 1st, 2018 – December 31st, 2018. **Annual performance evaluations are due on March 29th.** Employees should be evaluated according to the following schedule:

Employee type	Required performance evaluation
New employees	Within first six months of employment, provisional evaluation
All current employees	Once per year
Employees on a Performance Improvement Plan (PIP)	Monthly for the duration of the PIP

Job performance of each University staff member must be evaluated using the attached form and all three sections must be completed:

1. Cover sheet / Signature page
2. Evaluation Form with competency ratings
3. Comments

Responsibilities and tasks for completing evaluations are as follows:

Supervisors

- Complete the attached performance evaluation form
- Confer with second level manager about the evaluation and obtain his/her signature
- Schedule and facilitate a discussion with employee to review the employee's performance
- Sign the evaluation form at the end of the review meeting
- Forward the fully signed form to designated Human Resources Officer

Employees

- Meet with supervisor to review the performance evaluation
- Sign the evaluation form at the end of the review meeting
- Optional: Submit and attach a signed written response within 10 business days to the supervisor

Georgia State University views annual performance evaluation as only one component of performance management. Employee performance is enhanced when managers provide consistent and continuous communication, rewards and recognition, and engagement and professional development. Performance assessment should occur frequently, throughout the year.

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Rating Criteria

The criteria and definitions for the five possible ratings are:

1. **Exceeded Expectations** - rating means that the employee's performance was greatly above the job requirements. The employee performed well beyond the criteria and required less than usual supervision. Outstanding job performance was due to their own effort and ability. The employee's work was superior and had an important, positive effect on the performance of the work group, overall.
2. **Met Expectations** - rating means that the employee's performance satisfied the job requirements. The employee performed according to criteria and required the usual amount of supervision. Good job performance was due to their own effort and ability. The employee's work was satisfactory and had a positive effect on the performance of the work group.
3. **Needs Improvement** - rating means that the employee's performance did not meet all of the job requirements. The employee performed according to some criteria and required more supervision than expected. Fair job performance was due in part to their own lack of effort and ability. The employee needs to demonstrate improvement in certain areas.
4. **Did Not Meet Expectations** - rating means that the employee's performance did not meet the job requirements. The employee failed to meet the criteria and required an extremely high level of supervision. Poor job performance was due to their own lack of effort and ability. The employee's work was sub-par and may have had a negative impact on the work group, as a whole.
5. **Not Applicable** - rating means that the job requirements were not aligned with expectations for the employee; or that the reasons for not meeting expectations were beyond the employee's control.

Comments

The supervisor should utilize the comment section for any rating assigned. Comments are strongly encouraged for all ratings and are required if the employee is receiving a 'Did Not Meet Expectation' or 'Needs Improvement' rating.

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Cover Sheet and Signature Page

Employment Category: Non-Supervisory Staff Supervisory Staff/ Manager

Employee Name:	Department:
Title:	Employee ID:
Date:	Evaluation Year: 2018
Supervisor/Evaluator:	Supervisor/Evaluator Title:
Next Level Manager:	Next Level Manager Title:

Evaluation Type: Annual Other please describe:

Signatures:

Second Level Manager

My signature indicates that I have reviewed this performance evaluation and agree with the recommended ratings.

Signature _____ Date _____

Supervisor (Evaluator)

My signature indicates that I reviewed this performance evaluation with the employee.

Signature _____ Date _____

Employee

My signature indicates that my supervisor reviewed this performance evaluation with me. My signature does not necessarily indicate agreement with the ratings. I understand that I may submit comments within 10 business days of my signature on this form.

Signature _____ Date _____

Human Resources

My signature indicates that I have received and reviewed this performance evaluation.

Signature _____ Date _____

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Competencies – All Staff

This section describes the abilities, skills, attitudes and behaviors that support performance success at Georgia State.

Instructions:

Rate employees on their overall demonstrated performance on each competency by checking the appropriate box.

Competency	Not Applicable	Did Not Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Comments
1) Job Knowledge: Applied technical knowledge, skills and abilities when performing job duties.						Comments are strongly encouraged for all ratings and are required if the employee is receiving a 'Did Not Meet Expectation', 'Needs Improvement', or "Exceeded Expectations" rating.
2) Productivity: Completed assignments, met deadlines, and maintained standards.						
3) Accuracy and Quality: Performed job duties correctly, completely and professionally.						
4) Customer Service: Met the needs of internal and external customers by delivering high quality products and services on time.						
5) Attendance and Punctuality: Reported for work on time, completed work shifts; attended and was punctual for meetings/events. (Note: Any time away from work due to FLMA or USERRA LEAVE <u>cannot</u> be used against the employee)						

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Competency	Not Applicable	Did Not Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Comments
<p>6) Supervision Required/ Initiative: Self-starter who performed job duties with minimum instruction and/or monitoring by supervisor.</p>						<p>Comments are strongly encouraged for all ratings and are required if the employee is receiving a 'Did Not Meet Expectation', 'Needs Improvement', or "Exceeded Expectations" rating.</p>
<p>7) Adaptability: Mastered new techniques or duties and demonstrated flexibility in meeting the changing demands of the work environment.</p>						
<p>8) Organization: Effectively and efficiently planned, arranged and completed work priorities; made efficient use of available resources to optimize productivity.</p>						
<p>9) Communication: Expressed ideas effectively, concisely and clearly through verbal and written communication. Actively listened and asked appropriate questions.</p>						
<p>10) Interpersonal Relations/ Teamwork: Developed and maintained effective relationships with co-workers, supervisors, faculty, staff, students and others in the handling of job duties. Treated others with honesty, respect, courtesy, tact and cooperation.</p>						

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Competencies – Supervisors Only

This section is only for employees whose job duties include supervising one or more employees.

Instructions:

Managers should rate their supervisors on their overall demonstrated performance on each of the following three competencies.

Competency	Not Applicable	Did Not Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Comments
1) Delegation: Effectively delegated and monitored work and followed up with employees.						Comments are strongly encouraged for all all ratings and are required if the employee is receiving a 'Did Not Meet Expectation', 'Needs Improvement' , or "Exceeded Expectations" rating.
2) Supervision: Effectively coached and communicated with employees; if warranted, rewarded/recognized good performance and timely addressed performance concerns; adhered to employee safety requirements and practices, and communicated hazards to other employees in the workplace.						
3) Employee Development: Developed employees through formal and informal training. Instilled and supported professional standards. Challenged staff to expand skills.						
4) EEO/ Affirmative Action: Complied with and advanced GSU's Affirmative Acton program in recruiting, hiring and promoting qualified women and minorities.						

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Competency	Not Applicable	Did Not Meet Expectations	Needs Improvement	Met Expectations	Exceeded Expectations	Comments Comments are strongly encouraged for all ratings and are required if the employee is receiving a 'Did Not Meet Expectation', 'Needs Improvement', or "Exceeded Expectations" rating.
5) Budget: Demonstrated understanding and utilization of appropriate financial and budget controls.						

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Supervisor Comments

Provide an overall summary of the employee's performance this past year. Note contributions, challenges and/or areas in need of improvement not covered in this form. Include unique Departmental and/or University service on initiatives, working groups, committees, etc., including the Staff Council and University Senate.

Overall Rating:

The overall rating should be representative of the ratings assigned in the individual competencies. For example, if an employee received all "met expectations" ratings, they cannot receive an overall "exceeded expectations," etc.

<input type="checkbox"/> Did Not Meet Expectations	<input type="checkbox"/> Needs Improvement	<input type="checkbox"/> Met Expectations	<input type="checkbox"/> Exceeded Expectations
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Employee Comments

(Attach additional sheets if necessary.)

End of Form