

# Performance Evaluations

**Date**

7/16

The purpose of a performance evaluation is to evaluate an employee's past performance and to guide the employee to maintain and/or improve future job performance. The University also reserves the right to give formal and informal evaluations at any other time during employment.

Performance evaluations are prepared by the employee's immediate supervisor with input from other managerial staff, as appropriate. The employee will be given the opportunity to formally discuss the job and performance with the supervisor. The employee has the opportunity to make written comments on the evaluation form regarding the evaluation. The employee will be asked to acknowledge the evaluation by signing the evaluation form. The evaluation form will be sent to the Human Resources Department for review and inclusion in the employee's personnel file.

Faculty evaluations are conducted according to procedures as outlined in the Faculty Section of the ***University Handbook***.