

# Performance Evaluation Instructions



## Introduction:

Performance evaluations are part of a larger commitment to achieving college goals. All employees receive annual performance evaluations in accordance with MnSCU Board Policy 4.9. Performance evaluations are one of the formal communications tools supervisors use to keep employees informed about job expectations, about their role in the larger organization and about opportunities for growth. Although evaluations are performed on an annual basis there should be no surprises in a performance evaluation. Clear communications between supervisors and employees throughout the year foster professional relationships that promote a working environment where all the stakeholders live and learn well!

## Prepare for the evaluation:

Performance evaluations are intended to be a fair and balanced assessment of an employee's performance over a period of time, not a snap shot of the current state of affairs. Therefore, preparing for an evaluation is an on-going responsibility. Here are some helpful tips:

- Keep a file on each of your employees.
- Keep a current position description for each employee.
- Keep notes on accomplishments and set-backs.
- Keep your copies of leave slips and practice absence management.
- Keep notes when you receive observations from others about the employee's work and/or behavior.
- Encourage employees to keep their own records for self reflection.
- Use the information gathered over time and the employee's position description to complete the evaluation form.
- Use the comment sections to detail the employee's performance as related to the topics. This is a perfect opportunity for supervisors to formally acknowledge work well done and to communicate where improvement is needed.
- Schedule an appointment with the employee that allows enough time for an uninterrupted meaningful confidential exchange.
- Direct employee to review their position description and complete the employee self evaluation form to bring to evaluation meeting.
- Bring completed documents and employee file to evaluation meeting.
- Be open to discussion and the possibility of changing your prepared evaluation based on employee input.

Performance evaluations **must** be completed prior to the employee's anniversary date. If an employee has not been meeting job expectations an employer may withhold a step increase. According to language in the collective bargaining agreements **the employer must give the employee written notice that their step increase is being withheld prior to the employee's anniversary date.** If an employer does not give a written notice then the employee is eligible for their step increase even if they have a poor job performance evaluation.

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## At the appointment:

- Begin the discussion with a review of the position description.
- Discuss possible revisions and make notes.
- Use the employee's self evaluation form to facilitate employee participation.
- Listen carefully, take notes and respond thoughtfully.
- Discuss in depth the performance evaluation you completed.
- Give examples to illustrate your ratings.
- Offer the employee the chance to provide input and ask questions.
- Make any changes.
- When the evaluation discussion is completed sign form.
- Ask employee to sign form.
- Ask employee if they wish to add a response to the form – responses must be written, dated, signed and sent to Human Resources. Please see details below.

## After the appointment:

- Make two copies of the evaluation: one for your employee file and one for the employee.
- Send the original evaluation to Human Resources.

Pursuant to the Department of Employee Relations Administrative Procedure No. 20, an employee may appeal his/her performance rating to the Appointing Authority within thirty (30) calendar days of the official date of rating.

## AFSCME employees:

**Section 11. Performance Evaluations.** Employees shall be given the opportunity to sign the performance evaluation, but such signing does not indicate acceptance or rejection of the evaluation. The employee shall receive a copy of the performance evaluation at the time he/she signs it. Performance evaluations shall not be signed or presented by another employee covered by this Agreement. If the Appointing Authority adds comments to the performance evaluation after the evaluation has been signed by the employee, the Appointing Authority shall notify the employee of the change. The employee shall have twenty (20) calendar days from the date of the receipt of the finalized appraisal to file a written response in the employee's personnel file.

## MAPE employees:

**Section 2. Performance Evaluations.** Each performance appraisal shall indicate the employee's overall level of performance. All performance appraisals shall be signed by the rater, who shall not be a member of the bargaining unit. Employees shall be given the opportunity to sign the performance appraisal but such signing does not indicate acceptance or rejection of the appraisal. The employee shall receive a copy of the appraisal at the time he/she signs it. If the Appointing Authority adds comments to the performance appraisal after the appraisal has been signed by the employee, the Appointing Authority shall notify the employee of the change. The employee shall have thirty (30) calendar days from the date of the receipt of the finalized appraisal to file a written response in the employee's personnel file.

## MMA employees:

**Section 2. Performance Evaluation.** The Appointing Authority agrees that, at least annually, a performance evaluation shall be conducted between the supervisor and the person(s) designated by the Appointing Authority to evaluate the supervisor's performance. If the supervisor disagrees with the performance evaluation, the supervisor can express his/her disagreement with the evaluation and attach it to the evaluation form and place it in the file.