ADMINISTRATIVE STAFF PERFORMANCE EVALUATION

A Guide for Administrative Employees

INTRODUCTION:

The value of the Human Resources at the Institution cannot be overemphasized. The Institution's mission could not be achieved without a competent, motivated workforce. To that end, the annual performance evaluation review becomes one of the most effective methods of insuring an efficient and effective operation. This guide has been prepared to outline the objectives of performance evaluations and the steps involved in completing the evaluation review. A similar document has been prepared for and distributed to Institution supervisors and managers. This evaluation process applies to all Administrative Staff.

Performance evaluations are intended to:

- measure the extent to which the employee's performance meets the requirements of a particular position
- strengthen the relationship with your supervisor
- open up channels of communication
- appraise your past performance
- clarify job expectations and standards and establish future goals
- provide a specific occasion for you to raise questions about your position and/or the guidance you have been receiving from your supervisor
- provide your supervisor with an opportunity to assess how effective he/she has been in communicating with you.

No performance evaluation can be considered complete without some discussion and assessment of your potential professional and career growth. You and your supervisor should talk together about any possible opportunities for such growth and, if appropriate, work together to identify suitable training avenues.

PROCEDURES FOR PREPARING THE ADMINISTRATIVE STAFF EVALUATION FORM:

The Administrative Staff Evaluation Form is in two sections, one to be completed by your supervisor and one by you. The evaluation areas contained in the enclosed form are intended to serve as a basis for discussion. The evaluation document becomes a record of the review but is only one part of the process; the discussion that occurs between you and your supervisor is clearly as important.

EVALUATION DISCUSSION:

The evaluation discussion is intended to focus primarily on an assessment of your performance, while giving you every opportunity to respond. Both you and your supervisor should avoid subjective impressions of your performance. Such opinions clearly do not belong in an evaluation review. Every attempt should be made to concentrate on concrete examples of your performance. Should there be performance deficiencies that are brought to your attention during this review process, you and your supervisor are encouraged to work together towards designing developmental plans and timetables to improve that performance level.

The end result of the appraisal process is that you and your supervisor have agreed on the appropriate job expectations and standards for your position, using objectives criteria. While this outcome does not mean necessarily that you agree with the results of the evaluation, you should feel that you can sign-off on the form indicating that the results were adequately communicated to you.

The completed evaluation form is retained in your employee file in the Human Resources Office. If desired, you may also receive a copy for your own files.