

2016 NON-EXEMPT EMPLOYEES PERFORMANCE SELF EVALUATION GUIDE

A Guide for Non-Exempt Employees

INTRODUCTION:

The value of employees 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 a motivated, high performing work force.

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 Non-Exempt Staff.

Performance evaluations are intended to:

- Measure the extent to which your performance meets the requirements of your particular position
- Strengthen the relationship with your supervisor
- Open up the 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
- Discuss career aspiration

No effective performance evaluation is complete without some discussion and assessment of the employee's potential for professional and career growth. It is both yours and the supervisor's responsibility to meet on a regular basis to identify those paths, including any appropriate training avenues.

PROCEDURE:

The evaluation areas contained in the enclosed form are intended to serve as a basis for discussion. The self-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.

The self- evaluation form can be completed in one of several different ways, as noted below.

1. The supervisor completes the form, which is then reviewed with you. ADVANTAGE: This is the most familiar method of completion.
2. You and your supervisor complete the form together. ADVANTAGE: You have the opportunity to provide your perspective about your performance during the writing of the evaluation.
3. You complete the form as a self-appraisal, while your supervisor also completes a separate copy. The completed forms are then reviewed together. While it is understood that the supervisors form is the official evaluation document, revisions to that form can be made at this time, if appropriate. ADVANTAGE: This approach frequently generates the most productive discussion, as both of you will have assessed the performance relative to job standards from your own perspectives, prior to the joint discussion.

Whichever method is used, agreement should be reached in advance on the approach. You should also take sufficient time to reflect on your performance prior to the actual evaluation meeting. As you review the evaluation form to use as a guide in assessing your own performance and, as your supervisor conveys to you his/her evaluation of that performance, please keep in mind that the **expected** level of performance is a rating of 3. On a continuum of 1 to 5, a value of 3 demonstrates that your performance is **fully acceptable** and consistently meets the position standards.

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 objective 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. There is space on the evaluation document for you to add any comments, if you wish.

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.