



## PERFORMANCE EVALUATION PROCESS FOR ADMINISTRATORS AND STAFF

### PROCESS OVERVIEW

#### Purpose:

Saint Joseph's University recognizes that the commitment, talents and service of our employees are critical factors in bringing our mission to life and achieving preeminence. In keeping with our mission statement, we are committed to the professional development of all members of the University community. Concrete, constructive feedback is essential to the development of professional competencies and to the continuous improvement of services. To this end, we make the commitment that managers will facilitate written performance evaluations and accompanying discussions with their employees on an annual basis, in addition to ongoing constructive feedback.

#### Form:

The evaluation form can be found on **MySJU** under the **School Services** tab. The link will be found on a channel called **Department Head Resources** at the top of the center column. Please note that access is restricted to those who have supervisory responsibility. The form can be completed online or printed out if you prefer to work offline. However, we recommend that you give a paper copy to your employees when you reach that step, rather than send it to them electronically. At the end of the process, we ask that you return paper copies with original signatures affixed to the Office of Human Resources to be placed in the employee's file, following our review. Please keep copies for your records and give a copy to the employee. Throughout the year, we recommend that you refer to the completed evaluation form to discuss goals and progress with the employee.

#### Process:

We will look for signed evaluations to be submitted by you for each of the employees for whom you have supervisory responsibility.

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The timeline for completion of the performance evaluation process is **January 16 through March 13, 2013**. Please note that information regarding the FY14 Budget, which will inform salary analysis, will be forthcoming under a separate communication after the February Board of Trustees meeting, at which time the FY14 Budget will be reviewed.

**Following is an outline of key steps in this process:**

1. Review each employee's position description for completeness and accuracy. Make changes as necessary for the year ahead following the evaluation. However, this performance evaluation should be based on the current position description. You are evaluating the employee on expectations that should be clearly outlined in their position description.
2. For each evaluation, invite the incumbent to self assess, by presenting such questions as, "What were your most significant accomplishments in this review period?" and "What goals were you unable to accomplish and why?" A self-assessment tool is available at the same site at which the performance evaluation is located, but is not required. Whatever tool you offer your employees for self-assessment, please incorporate the information as much as possible into your talking points and overall assessment. However, it is not necessary to attach the self-assessment tool to the completed evaluation form. Employees should be invited to note any comments they have regarding the evaluation in the *Employee Comments* section of the form.
3. In advance of your meeting with each employee, prepare talking points, which are based on your own records (e.g. anecdotal notes, communications from you to correct or praise the employee) as well as the employee's self assessment and any third party data you may have (e.g. student surveys, letters of commendation, letters of complaint), and are directly connected to the prior year's goals and the position description.
4. Meet with each employee to discuss their performance. Work together to identify strengths, challenges, goals and objectives. Please include time to discuss professional development, e.g. in-house training, professional affiliations, conferences, workshops, publications and presentations. **Please do not discuss the final performance rating with your employee at this point. Overall ratings should be reviewed with your direct supervisor to ensure consistency in performance expectations and feedback across the division.**
5. Following private and confidential employee meetings, prepare the written performance evaluations for all of your part-time and full-time direct reports. Review your recommendation for the overall performance evaluation with your direct supervisor before finalizing the written performance evaluation.
6. Provide each employee with the completed written evaluation. Allow 1-2 days for the employee to review, sign and, if desired, respond.

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7. Send completed and signed performance evaluations to the Office of Human Resources by **March 13, 2013**.
  
8. In cases where the employee's position description needs to be revised, please send the revisions to the Office of Human Resources for analysis and review, then be sure to review the final updated position description with your employee and provide them with a copy.

Please note: **Employees hired or promoted on or after March 1, 2013, are not eligible for a FY14 merit/CPI salary increase under any FY14 budget scenario.**

Please do not hesitate to contact Sharon O'Grady Eisenmann, Assistant Vice President for Human Resources, at x3336 or [seisenma@sju.edu](mailto:seisenma@sju.edu) or Nancy DuBoise, Director of Employee and Labor Relations, at x3313 or [nduboise@sju.edu](mailto:nduboise@sju.edu) with any questions or concerns. If you are preparing for an evaluation that presents any particular challenges and would like to discuss the issues, either Sharon or Nancy are available to meet with you or talk by phone. Thank you for your time and attention to this important process.

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