Guidelines for Successful Completion of the Performance Evaluation for Exempt Employees

PLEASE NOTE: Text and Check Box Form Fields have been included for your convenience. If you prefer to enter your ratings and comments on the computer (prior to printing), simply tab to the appropriate field and enter the data. Otherwise you may print a copy and fill-in by hand.

Purpose:
- To encourage staff members to improve their professional performance. Completing the form provides an opportunity for the supervisor and employee to identify professional development needs and define necessary goals and objectives.
- To serve as the official record supporting personnel decisions (salary increases, promotion, probation, or dismissal).

Frequency:
- All non-faculty employees receive an annual evaluation based on the previous calendar year (January - December). This form has been developed by Human Resources as an alternate evaluation format for Exempt employees.

Steps for Supervisor:
1. Check with your college/division for guidelines to ensure consistency throughout your unit.
1. Employees should actively participate in the performance evaluation process. One suggestion is to have the employee provide you with an assessment of their work on the evaluation form or ask them to briefly summarize their accomplishments, challenges, needs, or support prior to the meeting. Supervisors should not use the employee’s narratives or any ratings in the final formal performance evaluation document. This information can help identify gaps between an employee’s perceptions of him or herself and those of their supervisor. These gaps are great talking points for the evaluation discussion.
2. Refer to a copy of your employee’s current University of Idaho job description (UIJD) while completing the evaluation. In the event a UIJD cannot be found, Human Resources can assist you with creating one.
3. Carefully complete the employee information section at the top of page 1.
4. Complete the grid.
   - **Option A:** Place check marks under the appropriate rating for each applicable category. New categories may be added and N/A may be used where the categories do not apply. Total the number of check marks for each rating column. The overall recommendation should include these totals and the rest of the evaluation.
   - **Option B:** Evaluation criteria may be weighted to place emphasis on individual job functions. Place a number in the weight column (0-4, 4 highest) for each applicable category. New categories may be added and N/A may be used where categories do not apply. Rate the employee’s performance in each category using 4=oustanding, 3=exceeds requirements, 2=meets requirements, 1=needs improvement, 0=unsatisfactory. Multiply weight times the rating for each category and place in points column. Total weight column and points column. Divide the point total by the weight total to obtain an overall score. The overall recommendation should include this total and the rest of the evaluation.
5. Complete the supervisor’s comment section at any time throughout the process. Supervisors are encouraged to obtain employee feedback before completing this section.
6. Complete the professional development section. Supervisors are encouraged to obtain employee feedback before completing this section.
7. Schedule a time with your employee to discuss the evaluation and agree on job-related goals for the upcoming evaluation period. You may choose to create a Performance Development Plan (PDP) to guide the employee’s work throughout the upcoming performance cycle. For more information about the PDP, contact Brandi Terwilliger, Director of Human Resources, at 5-3008 or brandit@uidaho.edu.
8. Finish all remaining sections, including the supervisor’s recommendation, taking into consideration all aspects of your employee’s job performance over the evaluation period.
9. Sign the evaluation, obtain the employee’s signature, and the departmental administrator’s signature.

10. Distribute copies: Send PDF copy of signed evaluation to Human Resources via the shared drive space appropriate to your college/unit; copy to employee; copy to supervisor for department file. Please include a copy of the University of Idaho job description if employees’ job responsibilities have changed.

Steps for Employee:
1. Refer to a copy of your current University of Idaho job description. If you do not have one, contact your supervisor.
2. Complete the information your supervisor has given you. Human Resources encourages your participation in the evaluation process.
3. Complete the employee comment section at any time throughout the evaluation process. Additional pages may be attached if necessary.
4. Meet with your supervisor to discuss your performance during the evaluation period and to agree on job-related goals for the upcoming evaluation period.
5. Sign the final version of the evaluation. Signature represents acknowledgment only, not necessarily agreement with the evaluation.
6. Keep a copy of the final evaluation for your records after all signatures have been obtained.

Special Note:
As stated in Idaho Code 67-5309, “advancement in pay shall be based solely on performance.” A performance evaluation must be on file for every employee receiving a merit increase. Only employees receiving an overall recommendation of “meets requirements” or better may receive a merit increase. See also Faculty-Staff Handbook section 3340.

In the event that this performance review leads to a recommendation of reassignment or termination of employment, please refer to Faculty-Staff Handbook, sections 3360 and 3930. The Executive Director for HR or designee will work directly with the supervisor in these cases and review the evaluation before the form is finalized.

Human Resources provides training in performance appraisal techniques. The evaluation form is available in Microsoft Word format at http://www.uidaho.edu/human-resources/forms. If you need assistance at any time throughout the evaluation process, please contact Brandi Terwilliger, Director of Human Resources, at 5-3008 or brandit@uidaho.edu.