

Policy: Performance Evaluations	Policy No: I-1.9
Policy Owner(s): Human Resources	Original Date: 3/10/2006
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- I. **POLICY:** Performance management is integral to creating a high-performing organization and to supporting employee development. The performance evaluation cycle and processes allow supervisors and employees to set expectations for the year and to discuss each employee's potential contributions toward the achievement of departmental and University goals and objectives.

- II. **PURPOSE:** To ensure that employees perform their jobs to meet the expectations of the University and their supervisors and to foster employee development. It is also important to recognize exemplary performance and for employees to receive appropriate guidance for improvement when necessary.

- III. **SCOPE:** All staff employees of John Carroll University

- IV. **PROCEDURES:**
 - a. Performance will be evaluated by each employee's direct supervisor on an on-going basis.
 - b. Employees will receive annual written evaluations to determine their level of performance, provide recognition for exemplary performance, indicate areas in which improvement is required and provide an opportunity to discuss with their supervisor any concerns regarding performance or their duties.
 - c. In connection with the completion of the annual performance evaluation, the direct supervisor, in discussion with the employee, shall complete or update the employee's job description. The job description should serve as the basis for the supervisor's evaluation of the employee's performance as to each of the evaluation objectives.
 - d. As part of the performance evaluation process, direct supervisors should develop a set of goals for the upcoming year, and seek input from the employee as to the proposed goals and additional goals suggested by the employee. The goals established during the

performance evaluation process should be in support of specific strategic initiatives of the University, as identified in the University's Strategic Plan. The performance evaluation process includes an evaluation of the progress or completion of the goals established for the previous year. Direct supervisors are encouraged to meet and discuss objectives and performance at other times whenever warranted or desired.

- e. Direct supervisors will complete annual written evaluations from the prior year's performance following the procedures and time frame indicated by Human Resources.
- f. Performance for the prior year will be rated on the written evaluation by the direct supervisor and discussed with each employee in person and in private. After the supervisor reviews the performance ratings with the employee, the employee may submit written comments regarding the evaluation. The employee will be asked to acknowledge receipt by signing the performance evaluation.
- g. Once the evaluation has been discussed with the employee and acknowledged, the direct supervisor will provide the employee with a copy and submit the written evaluation form to Human Resources using the protocol established by Human Resources.
- h. Performance evaluations for exempt-level (salaried) employees will normally occur at the time designated by Human Resources each year.
- i. Performance evaluations for non-exempt (hourly) employees will normally occur within two weeks of the employee's annual anniversary date with the University.
- j. In the event an employee changes positions and/or supervisors, the current supervisor should consult with Human Resources with regard to administering the annual evaluation.
- k. All written performance reviews are based on overall performance in relation to job responsibilities, and also take into account work behavior, attendance and tardiness.
- l. In addition to the regular performance evaluations described above, additional written performance evaluations, performance improvement plans and/or corrective action reports may be administered to the employee by the supervisor at any time during the year to advise of the existence of performance, attendance and/or behavioral deficiencies.