
PROFESSIONAL STAFF EMPLOYEES PERFORMANCE EVALUATION POLICY

PURPOSE: To establish a Performance Evaluation Policy for Professional staff employees.

It is the policy of Boise State University to encourage the growth and development of Professional Staff employees by periodical review of their progress through results oriented Performance Evaluations. Ideally, the performance appraisal cycle will include goal setting, performance evaluation, and performance discussion. It is the responsibility of supervisors to consistently guide, counsel, and evaluate their personnel in a manner that will result in increased effectiveness and greater job satisfaction to the employee.

Boise State University recognizes the following objectives in establishing a formal performance evaluation policy:

- A. To advise employees on how they are progressing in carrying out their present responsibilities, to reinforce good performance, and to determine ways to improve performance that does not meet expectations
- B. To serve as a guide in planning the employee's further development
- C. To set measurable objectives for the coming year
- D. To provide a basis for determining "pay for performance" increases
- E. To document personnel actions

I. SUPERVISOR RESPONSIBILITY

Each supervisor/manager is responsible for conducting annual performance evaluations according to the guidelines of this policy. To promote consistency and objectivity, each performance evaluation shall be reviewed by the next level manager/supervisor and appropriate Vice President, Provost or President.

II. POLICY IMPLEMENTATION

- A. All supervisors/managers are responsible for implementing the policy in their respective work areas or departments.
- B. All Performance Evaluations shall be conducted in an objective manner that avoids discrimination on the basis of race, color, religion, sex, national origin, age, disability, status as a military reservist or veteran, or any other protected class defined by state or local law.

III. PROCEDURE

- A. Each supervisor/manager is responsible for conducting a performance evaluation for each subordinate according to the following schedule:
 - 1. *Annually by March 1; and*

2. At any time deemed necessary to address and correct performance problems
- B. Department heads may develop their own format for Performance Evaluations. Optional formats for performance evaluation are available in Human Resource Services.
 - C. The Performance Evaluation shall be reviewed with the employee. After the discussion, the signature of the employee shall be requested. A copy of the document shall be provided to the employee.
 - D. The completed Performance Evaluation shall be forwarded for signature to the next level supervisor and appropriate Vice President, Provost, or President.
 - E. The completed and signed Performance Evaluation shall be placed in the employee's personnel file in Human Resource Services.