

---

## CLASSIFIED EMPLOYEES PERFORMANCE EVALUATIONS

---

PURPOSE: To develop the process of evaluating the performance of classified employees.

### I. General Requirements

A. Pursuant to Idaho Code and Idaho Personnel Commission rules and regulations, Boise State University has adopted a system of evaluating employee performance. The purpose of performance evaluations is to provide an objective evaluation by the immediate supervisor of an employee's performance in comparison with established work standards for the position; and to identify an employee's strengths and weaknesses and where improvement is necessary. Evaluations are designed to develop effective communication between employees and supervisors, and to analyze work assignments. All ratings shall be discussed with the affected employee who will be allowed an opportunity to submit written comments regarding the rating. Ratings are taken into consideration in matters relating to pay-for-performance, transfer, promotion, demotion, reduction-in-force, and dismissal.

### II. Process

- A. Immediately after the employee is hired and at the beginning of each evaluation period, the supervisor should outline the key job areas, expectations, goals, and requirements of the position on a performance evaluation form (format is optional). These should be agreed upon by the supervisor and employee.
- B. These key job areas should accurately reflect the major job responsibilities and functions and should be described in enough detail to be clear and understandable to both the employee and the supervisor. Refer to the PDQ or Job Description for this information. Part of the performance evaluation process should include a review of the PDQ or Job Description for the position to ensure that it reflects the current essential functions assigned to the position.
- C. All classified employees need to be evaluated after completing 520 hours and 1,040 hours from date of initial appointment or promotion and annually thereafter.
- D. Performance evaluations cannot cover more than a one-year period of time and will not be accepted beyond six months from the due date. In the absence of a performance evaluation, performance is considered "meets expectations."
- E. The system provides for a discussion of the rating between the immediate supervisor and the employee. It is required by law that the employee's immediate supervisor conduct the performance evaluation.
- F. Briefly describe the employee's performance of each key job area throughout the entire evaluation period on the Employee Evaluation Form\Report (format optional). The evaluation should be described in terms of achievements and accomplishments, or lack thereof, of the responsibilities and requirements of each key job area; stated as objectively as possible. The performance evaluation should describe not only what is

- to be done, but how well the work is to be done. In other words, both the employee and the supervisor should be thinking in terms of, and have a mutual understanding of, levels of performance and results expected. These results should be reasonable, measurable, observable, and within the expectations and limitations of the classification.
- G. Indicate with an " X " the overall rating of the performance of the employee over the entire rating period on the Performance Evaluation Summary Form. The overall rating should be consistent with, and representative of, the combined evaluations of the various performance in key job areas. If the overall performance meets the expectations of the position, rate it as "Meets Expectations." Do not inflate or diminish ratings in order to "give employees room to improve" or to "reward them for trying hard."
  - H. When you have completed the employee evaluation, arrange for a private discussion of the rating with the employee. If the employee has a valid and reasonable protest to any of the ratings, it should be considered accordingly. Any changes should be initialed by the person(s) making the changes. The second level supervisor needs to review the evaluation. In addition, the department administrator, Dean or Vice President may want to review evaluations. (Please check with the department to determine level of review required.)
  - I. Retain 1 copy of the Performance Evaluation Summary form evaluation for the supervisor and 1 for the employee. Forward the original and 1 copy to HRD (for Idaho Personnel Commission records).
  - J. If an employee is rated as "Needs Improvement" or "Unacceptable", a special evaluation will be required to document any improvement, continued problems, or new problems with the employee. Please contact HRD as soon as possible when performance problems are evident for assistance in this process.
  - K. The evaluation by the supervisor will be discussed with the employee and the employee will be given the opportunity to make written comments about the evaluation.
  - L. The employee's signature on the form indicates the evaluation has been discussed with him/her. However, if the employee refuses to sign, the supervisor should so note, indicating the reasons given by the employee for refusing to sign.
  - M. If the immediate supervisor who completes the evaluation is not the director or head of the department, then the performance evaluation must be reviewed by that level.
  - N. Following the evaluation of the past rating period, the supervisor and employee will establish the major work assignments for the next rating period. These will be recorded on the performance evaluation form.

### III. Special

An evaluation can be requested at any time by the immediate supervisor for use to correct a particular problem or situation involving the employee's performance. A 30-day and/or 60-day follow-up review is set following a "special" to document any improvement or continued and new problems with the employee's performance. The "special" is requested through and coordinated by the Department of Human Resources.

### IV. Rating Definitions and Common Terms

- **Significantly Exceeds Expectations:** Overall performance significantly and regularly exceeds expectations in all key job areas.

- Exceeds Expectations: Overall performance exceeds expectations in most key job areas.
- Meets Expectations: Overall performance consistently meets expectations in key job areas.
- Needs Improvement: Overall performance needs improvement in some or all key job areas.
- Unacceptable: Overall performance is regularly unacceptable in key job areas.
- Evaluation Period: The actual span of time the rating period covers.
- Expectations: Performance goals established between employee and supervisor.
- Key Job Areas: Essential functions of the job (major responsibilities, results, domains, etc.)
- Most: A majority of key job areas.
- PCN: The position control number assigned to this specific position. If this evaluation is for a temporary employee, note "TEMP" in this space.
- Some: A minority of key job areas.
- Title: The classification title of this position.