Annual Staff Performance Review

Helpful Guide for Supervisors
Policy 3.214

Purpose: The purpose of the staff performance review is to give managers and supervisors a fair and objective means of evaluating and counseling individuals who report to them in order to correct deficiencies, improve performance, increase efficiency, and provide a basis for making management decisions regarding promotions, merit pay increases, disciplinary actions and/or dismissals.

Performance Rating Scale

The staff members’ performance will be rated by using the 3 standard performance measures:

1. **Exceeds Expectations**: An above average employee who completes assigned tasks with limited or no supervision and consistently exceeds expectations.

2. **Meets Expectations**: A competent employee who consistently meets the requirements of the position.

3. **Does Not Meet Expectations**: Performance is unsatisfactory in one or more areas; improvement is necessary for continued employment.
Staff members are to be evaluated in areas that apply to their respective positions based on the following factors:

1. Quality & Knowledge of Work
2. Technical Skills
3. Quantity
4. Dependability
5. Initiative
6. Cooperation & Customer Service
7. Attendance
8. Compliance with MSU Policies & Procedures
9. Safety (if applicable)
10. Supervision of others (Supervisors Only)
Manager/Supervisor Responsibilities

• Use the form to think about, plan and make notes for each Performance Factor of events that happened all year, not just recently. Good management practices will lead a supervisor to provide clear guidance, coaching, and feedback to their staff throughout the year.

• Set a day and time to meet with your employee. Evaluations should be completed during the first part of each year, January–March or during the end of the current fiscal year, May – July.
Goals need to be:

- **S**: Specific
- **M**: Measurable
- **A**: Attainable
- **R**: Relevant
- **T**: Time Based

Identify the steps to attain the goals. This might include training or future education the employee can take to learn to improve or develop their skills and knowledge. Contact our Continuing Education department to learn more about campus offerings and services to better assist with training development.

Setting goals and objectives not only creates a planning process for the upcoming year between supervisor and employee, but provides Human Resources with *proper documentation* and a clear understanding of expectations.
Reviews Should **NOT** Have...

- Any discriminatory remarks concerning race, color, religion, gender, age, national origin, or disability

- Any FMLA issues (time taken for FML should not count as absence, including child birth and surgeries)

- Personal information regarding the employee

- Events that occurred outside of the review period
✓ Review the employee’s job description
✓ Complete the Performance Review
✓ Set goals and expectations for the next review period
✓ Allow feedback from your employee
✓ Explain dispute process to the employee
✓ Sign and have the employee sign the performance review
✓ Send the original document to Human Resources
✓ Keep a copy for your records and give the employee a copy.
If you have a question/comment/concern please contact:

Office of Human Resources
Phone: 397-4207

Per Policy 3.214, staff evaluations are to be completed at least once annually.

The deadline for turning in all Staff Evaluations is:
Phase I: March 31
Phase II: July 31
Dispute Procedures

If an employee disagrees with an evaluation, he/she will have fifteen (15) calendar days following the date of the evaluation meeting to file a rebuttal by memorandum to the supervisor.

A copy should be sent by the employee to the Human Resources Department where it will be attached to the performance review form in the employee's personnel file.

No additional action is required unless the employee wishes to file a formal complaint or grievance, in which case he/she must follow the procedures outlined in MSU Policy 3.218.