Supervisor Instructions for Staff Performance Evaluations

The annual staff performance evaluation process is a valuable opportunity for supervisors to discuss job performance, recognize achievements of goals, and obtain employee feedback. Its purpose is to ensure staff receive candid performance reviews for the previous year and clear goals and development plans are established for the coming year. Performance evaluations will be an integral part in determining salary increase decisions in the future, so it is extremely important that supervisors take the time to accurately evaluate their staff and identify areas of both improvements and excellence. The following items should be considered when completing staff performance evaluations.

- All full and part time staff **must** be evaluated annually as part of Campbell's accreditation standards. Student employees, including graduate assistants, do not require evaluations, but they can be performed to provide the student feedback if the supervisor wishes to do so.
- Supervisors should assess (using the Staff Performance Evaluation Form) job-related responsibilities in connection with process improvements and efficiencies, identification and implementation of cost savings or revenue generation, and positive behaviors that support or potentially detract from the mission of the unit and University.
- **Prior** to the supervisor completing the Staff Performance Evaluation Form, it is highly encouraged that supervisors request staff feedback and reflection using the Campbell University Self-Assessment form.
- In completing the Staff Performance Evaluation form the supervisor should utilize the employee's completed Self -Assessment form as well as the supervisor's own reflection over the past 12 calendar months, not just a certain point in time.

Completing the Staff Performance Evaluation Form

- Under section 1A "Evaluation of Past Year" of the Staff Performance Evaluation Form, the supervisor should select a score of 1 to 5 or N/O if the job responsibility was not observed.
- Any score of 1 (subject to corrective action) or 2 (needs improvement) must be accompanied with comments under section 1B "Evaluation of Past Years – Comments". Specific areas of improvement or specific examples should be stated in the comment section to support the rating. Likewise, a score of 5, consistently performs above expectations, which should be considered exceptional, must have comments or examples that specifically identify the excellent performance.
- Evaluations containing all the same score, for instance scoring all 3's, will be returned to the supervisor for reevaluation unless the supervisor submits evidence for there being no score deviations.
- A minimum of three goals must be established for the upcoming year in Section 2 – "Goals and Development for the Coming Year". Goals should be well defined, obtainable, and measurable. Supervisors should also discuss what resources might be needed to accomplish goals.
- It is acceptable, during the current climate, to conduct staff evaluations virtually. If you do decide to conduct the meetings face-to-face, please remember to socially distance and ensure everyone adheres to the face mask policy.
- Once the in person or virtual meeting takes place, both the employee and supervisor must sign and date the Staff Performance Evaluation form. Please note digital signatures will be accepted.

For the 2020 evaluation cycle, all completed and signed evaluations must be submitted to Human Resources no later than Friday, January 15, 2021. Please send all evaluations in electronic format by either emailing them to Amanda Guerin, Human Resources Specialist, at aguerin@campbell.edu or sharing them via an Egnyte folder. All evaluations will be recorded as received and placed in the staff member's personnel file. A report of submitted evaluations will be shared with each department's respective Cabinet Member.

Please contact Trent Elmore, Director of Human Resources at telmore@campbell.edu or 910-893-2684 if you have any questions.