

Employee Appraisal Process for A&P employees

Who am I evaluating?

Administrative and professional (A&P)

Classified Employees

Ask the employee via email to please complete the self-assessment

Please refer to the Classified Employee flowchart and form

Send Email to employee under review asking for self-assessment

Employee completes the self-assessment section in the A&P Performance Evaluation Form

Employee sends back the A&P Performance Evaluation form to the supervisor for review

The supervisor completes the 'supervisor's response' section within the A&P Performance Evaluation Form

After completing the 'supervisor's section' please meet to discuss the performance appraisal form

Allow enough time, privacy, no interruptions

Supervisor schedules and holds a Performance Appraisal Meeting

Supervisor scans all documents pertaining to this employee into ONE document

Name the document
LastName_FirstName_EID#
Doe_John_6001234567

Supervisor sends the evaluation form to hreval@utrgv.edu by July 15th, 2016

