

## Frequently Asked Questions – Employee Appraisal

- **Who needs to be evaluated?**

Please evaluate all administrative and professional (A&P) and classified employees of the University of Texas Rio Grande Valley. There are 2 different evaluation forms and processes depending on the classification of your direct report. Please make sure you are using the one pertaining to the right classification of your direct report. For more information on the process of evaluating A&P employees, visit our homepage or contact UTRGV, Office of Human Resources, Employee Relations and Policy Administration at (956) 665-3020.

Temporary and student employees are not required to receive a formal evaluation. However, we encourage you to meet and discuss performance with them as well.

- **Who needs to sign the appraisal form?**

Employee, Supervisor, Reviewer (Supervisor's supervisor)

- **What if the employee refuses to sign the form?**

Advise the employee that signing the form does not imply agreement with ratings, only certification that the appraisal was conducted. If the employee still does not want to sign, the supervisor should recruit an additional witness, other than the reviewer, to certify the appraisal was conducted and note the refusal on the form.

Employees should contact UTRGV, Office of Human Resources, Employee Relations and Policy Administration, if the employee disagrees with the evaluation provided by the supervisor or has other concerns.

- **Who is the reviewer?**

The reviewer is the person with supervisory authority over the individual completing the Employee Appraisal Form (Supervisor's supervisor). The reviewer should assess and discuss the ratings the supervisor intends to give to the employee prior to presentation of the form to the individual being evaluated. The reviewer provides feedback and proposes changes if needed. The reviewer must also provide feedback on the Employee Development Plan, review the employee comment sections, and answer any questions posed by the supervisor. The supervisor should incorporate the feedback into his original evaluation form.

- **How often do I need to meet with my employees throughout the year?**

We recommend you meet bi-annually with each direct report to discuss the following: quality and quantity of work, performance strengths, performance improvement needs, evaluation of

overall performance at the time of the meeting, workplace performance expectations, the job description, and available professional development resources. Please make sure that these bi-annual meetings occur in a private setting, free of interruptions, and document the meeting properly. This will help you remember when it is time for the annual evaluation and will also support the contents of the annual evaluation. Another benefit that comes with regular performance meetings is that the annual evaluation will not be a surprise for the direct report since expectations, goals and performance are discussed throughout the year. Performance meetings are valuable opportunities for staff and their managers to interact and focus on planning for the future, setting goals and clarifying expectations, as well as conducting mentoring and professional development discussions.

- **Where should the evaluation meeting take place?**

Please make sure that the performance evaluation meetings occur in a private setting, free of interruptions and allow enough time.

- **What is the deadline for submitting the completed forms?**

All completed evaluations should be submitted to the UTRGV, Office of Human Resources and are due annually, no earlier than May 1<sup>st</sup> and no later than May 31<sup>st</sup> of each year. However, this year's deadline was extended to July 15<sup>th</sup>, 2016.

- **What if I can't make the deadline?**

We understand that everyone is busy but please try to make this a priority. If you are, despite your best efforts, unable to complete and submit the annual appraisal evaluation before the deadline, please contact the Office of Human Resources, Employee Relations and we will gladly assist you.

- **Which time frame am I evaluating?**

The general annual appraisal period is May 1<sup>st</sup> to April 30<sup>th</sup>. However, this year's review period is September 1<sup>st</sup>, 2015 to April 30<sup>th</sup>, 2016.

If an employee starts employment after May 1<sup>st</sup>, the start of the review period will be the employee's start date. For new employees, supervisors can also complete appraisals 90 days and 150 days from commencement of employment. If the 150 day evaluation is completed between April 1<sup>st</sup> and April 30<sup>th</sup>, the 150 day evaluation may also serve as the annual appraisal at the supervisor's discretion.

If an employee takes extended leave, the applicable review period does not change. Upon the employee's return from extended leave, the supervisor must meet with the employee to review the evaluation and to design an employee development plan.

- **What is an employee development plan?**

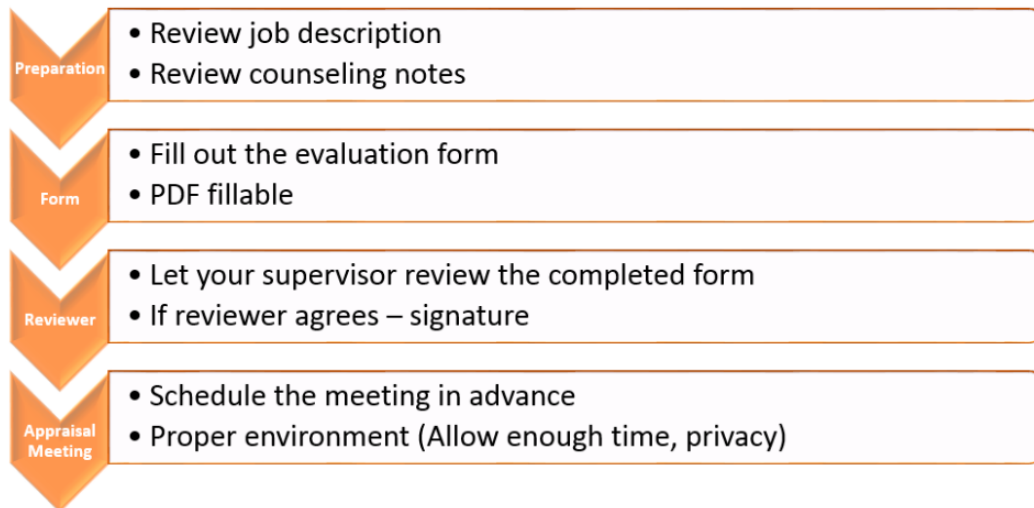
The supervisor and the employee must discuss future skill development actions and, if applicable, steps the employee can take to improve performance. Send out an email to all your employees a couple of days in advance and ask them for their personal development goals and what kind of support they would need to reach their goals. A template is available on our homepage. If possible, try to incorporate their goals into the development plan.

The development plan must identify actions that are attainable for the employee within the year, prior to the next annual evaluation. A template is available on our homepage. For further assistance with regards to employee development plans, please contact UTRGV, Office of Human Resources, Employee Relations and Policy Administration at (956) 665-3020.

- **Can I fill out the form by hand?**

It is highly recommended to use the PDF fillable form provided by the Office of Human Resources and to type in your answers. The qualitative score is automatically calculated based on your responses when you complete the PDF fillable form so there is no need to calculate it by hand. Comments and changes made during the meeting with the employee can be made by hand but please make sure the comments are legible. This will help us a lot.

- **What is the process?**



For a complete process overview, please take a look at the Flowchart available on our homepage.

After completing the evaluation, the supervisor should discuss the evaluation with their own supervisor, the evaluation form reviewer, prior to meeting with the employee under review. In the event that the employee under review disagrees with the evaluation, it is recommended that the supervisor notify the reviewer and UTRGV, Office of Human Resources, Employee Relations and Policy Administration. Sign and submit the completed form along with the employee

development plan to the Office of Human Resources (hreval@utrgv.edu). The supervisor is responsible for routing the Employee Appraisal Form to UTRGV, Office of Human Resources. Also, complete the excel spreadsheet by entering the overall scores of your direct reports and submit to your department head.

- **Where can I find my employee's job description?**

You can request job descriptions with the Office of Human Resources, Compensation at (956) 665-3232.

- **Do I need to fill out Section 4 for all of my employees?**

This section is only applicable to employees who currently supervise others, which includes the supervision of not benefits eligible employees, such as work study students and direct wage employees. There is no need to complete this section if the employee under review does not have current supervisory responsibilities.

- **What if my direct report is not consistently performing to a satisfactory level?**

For supervisors and non-supervisors, if the qualitative rating is below "satisfactory performance," the reviewer should consult with UTRGV, Office of Human Resources, Employee Relations and Policy Administration. We can help you evaluate the performance and address possible performance issues.

- **Who should have access to the appraisal forms?**

Supervisors must properly discard of all draft versions of Employee Appraisal Forms. Supervisors must limit access to appraisal forms, allowing access to only individuals with a proper business need for the information. They must also protect the information to the extent required to remain in compliance with applicable Texas rules and regulations, federal mandates, and UTRGV policies.

- **What happens after the evaluation is signed and completed?**

Please fill out the Excel Spreadsheet and enter the overall scores for all employees you supervise. Send the completed Spreadsheet to your department head.

Scan the completed and signed appraisal form together with the employee development plan and any additional documents pertaining to a specific employee into ONE document (pdf). Name the pdf document LastName\_FirstName\_EID# (e.g Doe\_John\_6001234567). Repeat the process for every employee under review. Send the pdf documents to [hreval@utrgv.edu](mailto:hreval@utrgv.edu) for the employee's personnel file.

Supervisors should maintain a copy of the final signed version of the Employee Appraisal Form in an electronic format at the department level. Supervisors must properly discard of all draft

versions of Employee Appraisal Forms. Supervisors must limit access to appraisal forms, allowing access to only individuals with a proper business need for the information. They must also protect the information to the extent required to remain in compliance with applicable Texas rules and regulations, federal mandates, and UTRGV policies.

- **Who can help me to find the right training for my employees?**

For employee professional development opportunities and resources, please contact UTRGV, Office of Human Resources, Training and Development at (956) 665-2451.