

## Employee Appraisal Form Guidelines

The Employee Appraisal Form is used to evaluate the work performance of classified employees with The University of Texas Rio Grande Valley (UTRGV). The evaluation process is an opportunity for supervisors to provide performance feedback to employees in a formal manner.

### I. General Responsibilities & Recommended Practices

Clarification of job responsibilities must be communicated to employees at the start of employment. If a supervisor oversees a probationary employee, the supervisor must keep the employee informed of performance progress throughout the probationary period, especially prior to the 90 day and 150 day evaluation periods. All evaluations must be based on lawful, job-related and nondiscriminatory criteria, reflect responsibilities within the employee's job description, and ensure applicable standards are applied consistently. Job descriptions for classified positions can be accessed online under the Institutional Pay Plan. Copies of job descriptions for A&P positions are available upon request, please contact UTRGV, Office of Human Resources, Compensation at (956) 665-2451.

It is highly recommended that supervisors 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. It is further recommended that these bi-annual meetings occur in a private setting, free of interruptions, and be properly documented by the supervisor to inform and support the contents of the annual evaluation. For employee professional development opportunities and resources, please contact UTRGV, Office of Human Resources, Training and Development at (956) 665-2451.

### II. Frequency & Deadlines

All completed evaluations must be submitted to the UTRGV, Office of Human Resources and are due annually for every non-faculty employee, no earlier than May 1<sup>st</sup> and no later than May 31<sup>st</sup> of each year. If you are unable to complete and submit an annual appraisal evaluation before, or on, May 31<sup>st</sup>, you will need approval from the Chief Human Resources Officer to submit a late appraisal.

The annual appraisal period is May 1<sup>st</sup> to April 30<sup>th</sup>. 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 (discussed further below).

### III. Biographical Information Section

When completing the biographical information section of the Employee Appraisal Form, do not use nicknames, informal department names or abbreviations. Please refer to PeopleSoft or Oracle for accuracy of information.

With regards to the rating scale, each rating carries a numerical value that will inform the employee's overall score, which reflects the employee's overall performance rating and is identified in Section 5 of the form. The score is automatically formulated based on your responses when you complete the PDF fillable form.

#### IV. Section 1: Quality of Work Analysis

This section of the Employee Appraisal Form requires the supervisor to identify three (3) to five (5) essential job functions and to rate the employee's quality of work as to each task or responsibility. These essential functions must be supported by the employee's job description and the department's expectation as to how duties are to be performed. Each essential function identified for evaluation must be a primary job function and distinct from each that is identified for evaluation elsewhere within the Employee Appraisal Form. For non-supervisors, this section constitutes 55% of the total score. For supervisors, this section is 35% of the total score.

#### V. Section 2: Employee Performance Factors

This section identifies core performance factors shared across all position types at the University. This section also allows for the supervisor to evaluate the employee's commitment to UTRGV's institutional values and mission. For non-supervisors, this section constitutes 45% of the total score. For supervisors, this section is 35% of the total score.

#### VI. Section 3: Compliance Questions

If the supervisor answers "no" to any of the compliance questions, the supervisor must contact and consult with the UTRGV, Office of Human Resources, Employee Relations and Policy Administration. Non-compliance is likely a performance issue that needs prompt attention.

#### VII. Section 4: Supervisor Employee Performance Factors *(if applicable)*

This section is only applicable to employees who currently supervise others, which includes the supervision of non-benefits eligible employees, such as work study students and direct wage employees. Do not complete this section if the employee under review does not have current supervisory responsibilities. For supervisors, this section constitutes 30% of the total score.

#### VIII. Section 5: Performance Appraisal Summary

##### i. Qualitative Score

The total score is based on the ratings given by the supervisor on the applicable job performance factors. For non-supervisors, the section weighted most heavily is Section 1, Quality of Work (55%). For employees under review that perform supervisory responsibilities, Sections 1 and 2 each constitute 35% of the total score. Section 4 constitutes 30% of the total score. For supervisors and non-supervisors, if the total rating is below "satisfactory performance," the reviewer must consult with UTRGV, Office of Human Resources, Employee Relations and Policy Administration, prior to issuance of the Employee Appraisal Form to the employee under review.

EA Form Sections	Rating Percentages	
	Supervisor	Non-Supervisor
Section 1	35%	55%
Section 2	35%	45%
Section 3	N/A	N/A
Section 4	30%	N/A
Total	100%	100%

##### ii. 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. The development plan must identify actions that are attainable for the employee within the year, prior to the next annual evaluation. Development plans need to be completed for every employee, regardless of the score. For assistance with regards to employee development plans, please contact UTRGV, Office of Human Resources, Employee Relations and Policy Administration at (956) 665-3020.

**iii. Supervisor Section**

Prior to presentation to the employee and after completing the evaluation, the supervisor should discuss the evaluation with their own supervisor, the evaluation form reviewer. 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. The supervisor is responsible for routing the Employee Appraisal Form to UTRGV, Office of Human Resources. Lastly, a supervisor signature is required.

**iv. Reviewer Section**

The reviewer is the person with supervisory authority over the individual completing the Employee Appraisal Form. 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 must also provide feedback on the proposed Employee Development Plan. Once the appraisal is issued, the supervisor should notify the reviewer if the employee formally disagrees with his/her evaluation.

**v. Employee Section**

Failure to comply with the Employee Development Plan may subject the employee under review to disciplinary action. 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.

**vi. Record Retention**

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.

A copy of the Performance Appraisal Form must be sent to UTRGV, Office of Human Resources for the employee's personnel file no later than the last workday in May of each year. Additional supplemental documents may be submitted with the official appraisal form.

Salary increases related to promotions and merit awards require that a current performance appraisal be on file with UTRGV, Office of Human Resources. Employees must also adhere to internal control and compliance requirements annually. Each active employee is also entitled to receive a copy of his or her completed Employee Appraisal Form by contacting UTRGV, Office of Human Resources, Records at (956) 665-2451.

**vii. Further Information**

For the applicable policy on performance evaluations, please see UTRGV HOP ADM 04-504, Annual Staff Employee Performance Evaluation Program. If you have any questions pertaining to this process, please contact UTRGV, Office of Human Resources at (956) 665-2451 or 882-8205.