

ALTERNATE EMPLOYEE APPRAISAL INSTRUCTIONS

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1. **Brief Description of Job.** In this section the supervisor writes a brief summary of what the position to be evaluated does—a brief overview of major responsibilities and the type and extent of supervision received and given (if applicable).
 2. **Employee's summary of significant performance accomplishments and contributions.** This part of the process is designed to turn performance feedback into a two-meeting process. In the first meeting the supervisor explains to the employee **well in advance of when performance will be reviewed** that he or she intends to get their input and insights into the way they see their job performance. To that end they will be asked to submit a self-appraisal that summarizes what they have done over the past performance cycle as it relates to the job described above, and what they feel is important regarding their performance. The supervisor should give the employee a due date to provide this information that allows ample time for the employee to give serious thought to this. The supervisor should also give the employee a set of questions to answer as part of the self-appraisal. Questions should address the following kind of issues:
 - Accomplishments during the appraisal period.
 - What the employee believes to be his/her job strengths and job weaknesses.
 - What does the employee see as short-term and long-term goals.
 - How can the supervisor/university help in the achievement of the employee's objectives.
 - Additional items the employee would like addressed as part of the appraisal.The supervisor should then explain that he/she will also prepare an assessment of the employee's performance—what has been done well, what needs improvement, where the employee should concentrate efforts going forward, etc.
 3. **Supervisor's performance assessment.** This is part two of the two-meeting process regarding performance feedback mentioned above. The supervisor prepares a written assessment of the employee's work, indicating what the employee has done well and where improvement may be needed. This assessment must also include one of the overall performance ratings listed on the appraisal form. The supervisor schedules an appraisal meeting with the employee. The supervisor should be prepared to provide comments and examples in support of the supervisor's judgment regarding the employee's performance. The supervisor and employee should come to a common understanding regarding accomplishments and expectations and should outline goals going forward. The supervisor should have the employee sign the appraisal indicating it has been reviewed, give the employee a copy, and send a copy to Human Resources.



HUMAN RESOURCES

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