

DEPAUW UNIVERSITY
PERFORMANCE APPRAISAL PROGRAM
Salaried Employees

PART I PURPOSE

DePauw University's performance appraisal process is based upon the belief that employees are our most critical resource, and individual performance and development is the prime consideration in determining their value and contribution to the University. Therefore, the process is designed to improve job understanding and job competency; for mutual goal setting to help motivate staff toward higher objectives; to learn about staff development needs; improve communication between management and staff; identify unsatisfactory performance and counsel employees towards corrective actions.

The performance appraisal process must be viewed as a continuing process throughout the year with a formal appraisal at least once a year using a performance appraisal form. Informal meetings should be held frequently with the employee. The once-a-year performance appraisal should be a summary of earlier meetings, with the major portion of the interview devoted to a discussion of future performance planning.

PART II GUIDE TO PERFORMING A SUCCESSFUL PERFORMANCE APPRAISAL

BEFORE

- ❖ Schedule the performance appraisal with the employee at least two weeks prior to the session.
- ❖ Provide the employee with a current job description and related specific measures of output and result established for the job.
- ❖ Prepare for the session by reviewing all performance documentation compiled over the review period.
- ❖ Ensure that the employee's performance will be appraised on the basis of direct measures of output and results.
- ❖ Ensure that employee behavior and personal traits will be considered only to the extent that they are job related and affect job results.
- ❖ Appraise the employee's performance using the applicable performance criteria listed on the form as a guide in the appraisal process.

DURING

- ❖ Meet with the employee on schedule and ensure a private setting without interruption.
- ❖ Review the purpose and then plan for the appraisal interview.
- ❖ Mutually review the job description to ensure it is accurate and current.
- ❖ Proceed with the interview, giving the employee the opportunity to respond to the appraisal.
- ❖ Discuss summary comments, including strengths, areas needing improvement, and plan for development.
- ❖ Conclude the appraisal with an overall summary.
- ❖ Plan and schedule any follow-up activities concerning performance, development or mutual goal setting.
- ❖ Offer the employee the opportunity to make written comments regarding the appraisal.
- ❖ Secure the employee's signature on the performance appraisal.

AFTER

- ❖ Secure signature of the next level supervisor.
- ❖ Give a photocopy of the completed appraisal to the employee.
- ❖ Forward the original completed appraisal to the Human Resources Department.
- ❖ Conduct follow-up activities for performance improvement as discussed with the employee and continue ongoing appraisal each day.

For additional information regarding the University's performance appraisal system, contact the HR Department.

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PERFORMANCE APPRAISAL FORM
Salaried Employees**

Employee Name _____ Date _____

Position Title _____

.....
(Employee completes this side for supervisor's review and discussion.)

I. Major accomplishments and significant contributions made during the past year:

II. Goals and objectives for the coming year:

Additional Comments:

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Side 2 – (Supervisor completes this side for employee’s review and discussion. Employee and supervisor sign when process is completed.)

I. Describe areas of accomplishment for the prior year:

II. Describe the areas of opportunity for improvement for the next year:

III. Identify established goals and objectives for the upcoming year.

IV. Indicate any area in which performance needs immediate attention:

(The employee and supervisor must develop a plan for dealing with these deficiencies and submit it with this appraisal.)

We have read and discussed both sides of this form:

Employee Signature

Date

Supervisor’s Signature

Date

Vice-President/Director’s Signature

Date