

**WEST VIRGINIA UNIVERSITY
EBERLY COLLEGE OF ARTS AND SCIENCES
Office of the Dean**

Guidelines for Supervisors for Performance Appraisal

Before:

- Schedule performance appraisal session at least two weeks in advance.
- Prepare for the session by collecting and reviewing documentation.
- Write the essential functions of the position on the appraisal form.
- Develop thoughts and comments for the performance appraisal session.
- Review appraisal comments with Dean to assure general agreement regarding employee's performance.

During:

- Meet with the employee on schedule and ensure a private setting without interruption.
- Mutually review the position description to ensure that it is accurate and current.
- Proceed with the interview, giving the employee the opportunity to respond to the evaluation.
- Discuss summary comments, including strengths, areas needing improvement, and plans for development.
- Conclude the appraisal with an overall summary of the evaluation.
- 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.
- Inform the employee when to expect the next formal evaluation.
- Secure the employee's signature.

After:

- Submit form to Dean for review and signature.
- Give a photocopy of the completed appraisal form to the employee.
- Forward a photocopy of the completed appraisal form to the Department of Human Resources.
- Place the completed appraisal form in the employee's office file.
- Conduct follow-up activities for performance improvement as discussed with the employee and continue on-going appraisal.

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Performance Appraisal Form

The performance appraisal process in the Eberly College of Arts and Sciences is based on the belief that classified staff are a critical resource for the effective operations of the Eberly College. Thus, individual performance and development are prime considerations in determining the value and contribution of each employee toward fulfilling the teaching, research, and service missions of the College. The process is designed to improve job understanding and job competency, to motivate staff toward higher objectives through mutual goal setting, to learn about staff development needs, to improve communication between administration and staff, and to objectively establish mutual expectations of standards.

Performance appraisal will be a continuing process throughout the year, with a formal appraisal conducted at least once a year using the performance appraisal form. A portion of the annual performance appraisal will be a discussion of future training and development plans.

Performance appraisal is based on direct measures of output and results; employee behavior and personal traits will be considered only to the extent that they are job-related and affect job results. For employees who assist several individuals, the immediate supervisor will collate all observations and comments for the performance appraisal.

Name _____ Title _____

Appraisal Period From _____ To _____

Date of Appraisal _____

1. Performance Appraisal Based on the Position Description

Essential function #1

Strengths:

Areas in need of improvement:

Essential function #2

Strengths:

Areas in need of improvement:

Essential function #3

Strengths:

Areas in need of improvement:

Essential function #4

Strengths:

Areas in need of improvement:

Essential function #5

Strengths:

Areas in need of improvement:

All remaining essential functions

Strengths:

Areas in need of improvement:

2. Professional Performance Criteria

substantially below
satisfactory

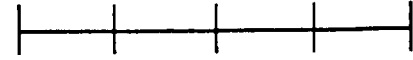
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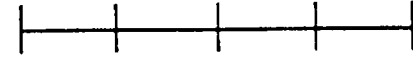
somewhat above
satisfactory

substantially above
satisfactory

a. **Competence** (adequacy of practical, technical, and professional skills and knowledge for accomplishing the job)



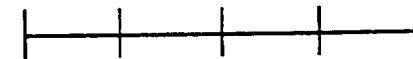
b. **Quality of work** (the extent to which employee sets work standards and consistently achieves high quality results that relate to accuracy, neatness, thoroughness, dependability, and usefulness of results)



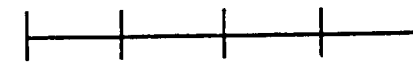
c. **Quantity of work** (how much acceptable work is produced in relation to reasonable expectations and availability of adequate resources)



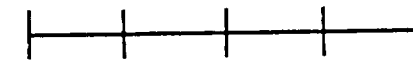
d. **Interpersonal relations** (the effectiveness of interpersonal relations with students, faculty, staff, visitors, donors, and the general public for the promotion of good will and professional competency)



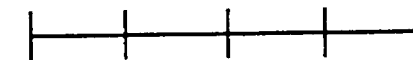
e. **Critical thinking and decision making** (the extent to which prior thought and analyses of facts and situations are done before initiating action and problem solving)



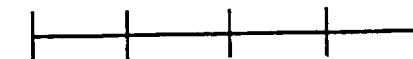
f. **Attitude and cooperation** (enthusiasm, courtesy, adaptability, flexibility, general disposition, and spirit of cooperation in the work environment)



g. **Punctuality and attendance** (adherence to attendance and punctuality standards)



h. **Dependability** (the extent to which the employee can be independently successful in carrying out instructions and fulfilling responsibilities)



3. Training and Professional Development

a. List of training and development activities undertaken and/or completed during the appraisal period

b. Plan for training and professional development that will assist employee in accomplishing his/her position responsibilities

4. Overall Appraisal by Supervisor

5. Comments by Employee

I acknowledge that this performance appraisal was conducted to evaluate my performance in the specified period and to discuss future performance and development plans. A current copy of my position description was reviewed with me by my supervisor. I further understand that my signature does not necessarily indicate my concurrence with the appraisal results and that I am entitled to receive a copy of my performance appraisal with all required signatures. It is my understanding that a permanent record of these results will be maintained in the Department of Human Resources.

6. Signatures

Employee _____ Date _____

Supervisor _____ Date _____

Dean _____ Date _____