Performance Assessment of Staff Employees

Policy Statement

This policy follows the University System of Georgia (USG) Business Procedures Manual except where identified in the section labelled UGA Procedures below. All employees should adhere to the full Business Procedures Manual in addition to the UGA Procedures.

Refer to USG’s Performance Evaluation Policy:
www.usg.edu/hr/assets/hr/hrap_manual/HRAP_Performance_Evaluation_Employee_Relations.pdf

UGA Procedures

The purpose of performance coaching and assessment is to encourage and facilitate an individual’s improvement. It incorporates a review of past performance as well as a discussion of future expectations.

The performance coaching and assessment process begins at the time of hire or the beginning of the assessment cycle. The supervisor should discuss job responsibilities, objectives, and work standards. The supervisor should ask for employee input and participation in the process. Management has the option of creating a Performance Improvement Plan for the employee. The annual performance assessment should be completed by March 31 following the performance review period of the prior calendar year: January through December.

A Staff Performance Assessment form may be used to record the assessment of performance. A unit which does not wish to use the Staff Performance Assessment form may propose its own instrument for review if approved by Human Resources.

The assessment form is prepared by the immediate supervisor. Some units may ask a second supervisor who has knowledge of the employee’s performance to review the assessment prior to the immediate supervisor meeting with the employee. In units that use the “reviewer” method, the rater (immediate supervisor) must meet with the reviewer to discuss and agree upon the written assessment before it is discussed with the employee.

Record Retention

Copies of each employee’s performance evaluations should be maintained in departmental personnel files. Such files should be retained in the department according to Board of Regents record retention policies after the employee terminates UGA employment.

/www.usg.edu/records_management/schedules/all_schedules

Related information

Staff Performance Assessment form

Sample Performance Improvement Plan
Assessment: Assessment is the process or act of appraisal and evaluation.
Assessment Cycle: January thru December.
Coaching: Coaching is a process of supervisors enabling employees to learn and develop and thus improve performance.
Rater: The Rater is the employee’s immediate supervisor
Reviewer: The Reviewer is the Rater’s supervisor

Responsibilities

**Responsible University Senior Administrator:** Vice President for Finance & Administration
**Responsible University Administrator:** Associate Vice President for Human Resources
**Policy Owner:** University Human Resources, Workforce Engagement
**Policy Contact:** Senior Director, Workforce Engagement
**Contact Information:** HRWeb@uga.edu or (706) 542-2222

Policy Dates

Effective Date: 6/1/2016
Date Last Updated: 4/12/2023