

### 6.1.2.3

Issued: February 23, 2000

## **SUBJECT: PERFORMANCE EVALUATION FOR NON-FACULTY EMPLOYEES**

### **RATING GUIDE**

The performance of each classified employee of Brewton-Parker College who has completed three months' service will be evaluated in November – January of each year. Heads of departments and similar units may require more frequent and special evaluations as deemed necessary.

The purposes of the employee performance evaluation are:

- ◆ to inform employees of the quality of their work
- ◆ to identify areas needing improvement
- ◆ to identify employee potential

Each employee will be evaluated utilizing the Employee Performance Rating Form (Attachment A). Evaluations will be completed by the supervisor to whom the employee reports. In case of multiple supervisors, the supervisor who oversees the majority of the work will normally make the evaluation.

To assure that the employee understands the duties, the performance standards established, and the areas needing improvement, a private discussion is to be held between the supervisor and employee as part of the evaluation procedure.

Completed Employee Performance Rating forms will not be shown to other employees except as required for the performance of specific and necessary duties involving the rating.

This performance rating guide has been designed to assist you in making an objective and definitive appraisal of the employees under your supervision. The performance rating form will be used for an **annual** evaluation.

### **INSTRUCTIONS**

- ◆ Read all specifications for each trait listed. Add traits not listed under “Comments.”
- ◆ For each trait, check the box which best describes the work of the employee.
- ◆ Avoid these two common mistakes: (1) A tendency to rate nearly everyone as “average” on every trait instead of being more critical in judgment, and (2) The “Halo Effect,” i.e., a tendency to rate the same individual “excellent” on every trait or “poor” on every trait based on the overall picture one has of the person being rated.
- ◆ When all factors have been evaluated, make your overall rating and recommendations.
- ◆ Discuss ratings and overall evaluations with employee privately before obtaining the employee's signature.
- ◆ Place original in employee's personnel file and give a copy to employee.

Contact for Interpretation: President

This policy statement supersedes all previous policy statements on this subject.