



Performance evaluation and planning is a central process for the University of Louisville. Its function is to ensure employees receive open and honest performance feedback for the year as well as clear goals and a development plan for the coming year. This document provides managers with guidelines for the annual performance management process and instructions for completion of the Performance Evaluation.

Before Writing the Evaluation

- Self-Assessment – The employee will begin the process by conducting a self-assessment, which provides the employee an opportunity to display their accomplishments.
- The self-assessment form remains optional, however, all employees must be given the opportunity to complete the form and managers should strongly recommend they take advantage of this opportunity.
- The questions are the same as in the past, just on a different form.

Performance Evaluation Form

- Each rating category include individual examples, which may be applicable to an employee's specific situation, but they are just examples and they do not all have to apply in order for the employee to receive that rating. All ratings must be justified with examples and comments.
 - Exceeding – Employees who consistently go above and beyond the job requirements and they exceed customer's expectations.
 - Succeeding – Employees who consistently meet and occasionally exceed expectations and job requirements.
 - Developing – Employees who are new to the university or new to their role. They may require support and direction but their performance demonstrates the ability to meet expectations. Developing is not intended to be interpreted as a "lower rating" than succeeding. This rating category gives the supervisor the ability to identify areas of work the new employee has not yet mastered or had an opportunity to learn.
 - Needs Improvement – Employees who take little to no initiative, have unprofessional interactions or do not perform all job requirements and duties.

Section 1: Evaluation of Performance for the Measurement Period

- Section 1A: Evaluation of Job Responsibilities
 - The supervisor's rating will be determined by what is included in the job description and other duties as assigned. It is also based on the extent to which the employee satisfactorily performed the regular duties of the job.
- Section 1B: Evaluation of Individual Goals
 - The supervisor will rate the employee and provide comments based on the level of achievement of the employee's individual goals for the measurement period. The employee's goals should be established and agreed upon by the supervisor and employee at the beginning of the measurement period. Therefore, this section may not utilized

until the next measurement period, as some employees may not have previously established goals since this was not a previous requirement.

- Section 1C: Evaluation of Professional Conduct
 - The supervisor will rate the employee based on *how* the employee performed their responsibilities, achieved goals, and interacted with their peers, customers, managers and/or students.
- Section 1D: Overall Evaluation
 - The supervisor will rate how well the employee performed their duties based on the results of their role responsibilities, individual goals, and professional conduct. The supervisor should summarize the employee's performance, discussing areas of strength and areas for improvement. The overall evaluation should be reviewed with the employee after the approval of the second-line supervisor.

Section 2: Planning for the Measurement Period

- Section 2A: Goals for the Next Measurement period
 - The objective is for the employee to develop goals that are aligned with those of the department, the division and the university. It is the manager's responsibility to provide general guidance on the nature and number of goals for the employee but the supervisor must approve all goals.
- Section 2B: Development Plan
 - When creating a development plan, the employee should identify what specific areas they would like to develop and state any corresponding development activities, including training, special assignments, coaching, practice, etc. The development plan may either be on an as-needed basis or it could be a requirement for the employee.
 - The difference between a development plan and a goal is that goals focus on an end result while a development plan focuses on the attainment of skills and knowledge.

Concluding the Evaluation

- Allow the employee time to answer the questions at the end of the evaluation. Sign the evaluation, the employee would also sign it, and then send to the second-line supervisor for their signature.