

# Performance Evaluations

## Summary

The university's human resources policy on performance evaluations, including the schedule.

## Purpose

To provide guidance on performance evaluations, including the schedule.

## Policy

Columbus State University performance evaluations are designed for the purpose of evaluating job performance on an annual basis for employees involved with administration and support. This tool will identify an employee's strengths and weaknesses and develop a plan for professional growth while striving to increase employee performance. The overall score of the performance evaluation will be considered in determining annual merit salary recommendations.

## Evaluation Due Dates

The performance evaluation is used to evaluate professional/administrative and support staff prior to completion of the provisional period. CSU administrators are evaluated during their fifth month of initial employment. CSU support staff are typically evaluated at the end of their first, third, and fifth months of initial employment. The purpose of evaluations during the provisional period is to determine satisfactory performance and demonstrate the organizations commitment to the employment relationship.

CSU administrators and staff are evaluated annually during the months of February and March. Evaluations are conducted by the employee's supervisor and returned to the Human Resources Department within the month of March.

When an employee transfers to another department or receives a promotion or demotion or any other change in position within the University, the schedule for initial evaluation may be re-instituted. The employee will therefore be evaluated in the new position on the first, third, and fifth month, as appropriate after transfer. (See "Transfers" for more information).

## Related USG Policy

USG Human Resources Administrative Practice Manual

## Last Update

7/26/18

## **Responsible Authority**

CSU Human Resources