

Performance Appraisals, 2.05(a)
Chapter 2: Personnel

Purpose:

Review and feedback of an employee’s performance should occur on a regular basis throughout the year. The employee and the supervisor should have regular meetings to discuss job priorities, ideas, and suggestions from the employee to enhance department performance, individual performance expectations and further developmental needs.

- I. **Annual Performance Appraisal:** Supervisors shall complete a formal performance appraisal with each of their employees every year for the past calendar year (January 1 – December 31). Appraisals must be conducted and completed for each employee within the timeframe designated by the Office of Human Resources, unless an extension has been approved by the Executive Director of Human Resources. Employees hired August through December are evaluated as outlined in [Probationary Period Policy 2.13](#) and therefore do not participate in the Annual Performance Appraisal process for their year of hire.
 - a. The annual performance appraisal shall be based on the employees’ job description, responsibilities, duties, and goals.
 - b. The appraisal process includes a self-review of performance, and allows the employee to define successes, make suggestions for changes, and improve performance.
 - c. A supervisor should immediately consult with the Office of Human Resources to determine appropriate actions if an employee’s performance deteriorates to the level of an overall Performance Appraisal rating of below expectations.
 - d. If an employee wants to appeal the annual appraisal, they need to contact the Office of Human Resources within 10 working days of receiving the appraisal. The Office of Human Resources will provide the employee with the Performance Appraisal Appeal Form to complete.

- II. **Performance Appraisal Documents:** Supervisors shall use the tools provided by the Office of Human Resources to complete annual performance appraisals.
 - a. All performance appraisal documents are confidential to the greatest extent possible, with access limited to individuals on a business, need-to-know basis as appropriate, and/or in compliance with any state or federal law.

Related Policies or Procedures:

- [Performance Appraisal Policy 2.05](#)
- Performance Appraisal Appeal Form
- [Probationary Period Policy 2.13](#)

History:

	Date:	Reason:
Issued:	03/21/2023	
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.