

PERFORMANCE ASSESSMENT MANAGER'S GUIDE



BEFORE THE ASSESSMENT

- Keep track of employee performance
- Unsatisfactory performance should be addressed through ongoing Performance Management independent of the Performance Assessment form. The initial discussion of unsatisfactory performance should not occur at the Performance Assessment meeting, but can be discussed as a way to report progress.

COMPLETING THE FORM

Job Factors

- Use the Rating Guidelines and your notes to assign a rating of Needs Improvement, Meets Expectations, or Exceeds Expectations.
 - **Manager comments are required** for all factors.
 - A minimum of **two examples** are required for any job factor with a rating of Needs Improvement or Exceeds Expectations.
 - Note: Any assessment with **two or more** factors with a rating of Needs Improvement are subject to further review by Human Resources and may result in further developmental action.

Goal Status

- Use the available statuses to determine the employee's progress towards each goal.
 - **Complete**: all elements of the goal were completed
 - **Incomplete - some progress made**: progress was made by the employee, but the goal was cancelled or postponed by the manager or university leadership.
 - This status can also be used when the goal is a multi-year goal and the progress will continue
 - **Incomplete - no progress**: no elements of the goal were completed and goal was not cancelled or postponed by manager or university leadership.
 - **Cancelled**: goal was cancelled by manager or university leadership. If applicable, goal may be transferred to the next Fiscal Year.

Goals for the new assessment period

- A minimum of **two goals** are required.
- When applicable, reference goal's impact to our UHCL Strategic Plan
- Use the SMART goals approach:
 - **SPECIFIC**: Clearly state what will be done
 - **MEASURABLE**: How will you know if goal was reached?
 - **ATTAINABLE**: Do they have the resources?
 - **RELEVANT**: Does it add value to their job? to the University?
 - **TIMELY**: When is this due? Be specific - not all goals have to be due 08/31

Special Recognition

- Use to highlight exemplary performance. Include awards, recognition, and other accomplishments that are above and beyond their scope of work.

Training and Development

- List any specific training and development opportunities that are recommended for the employee's continued growth.
- This list may be updated when the Performance Assessment meeting takes place.
- Anything listed in this area is not due by the end of the new Fiscal Year.
- If completion of a training is required, add it to the **Goals for the new assessment period** section.

Additional Comments and Signatures

- This should be a short summary of the performance assessment content. It can serve as an opportunity to say a quick Thank You.
- Although not required, employees are welcome to add a summary statement.

****Remember to check for any spelling and grammar errors****

DURING THE ASSESSMENT MEETING

- Allow plenty of time for the meeting.
- Remove all distractions - lock computer, silence phone, etc.
- The conversation should be two-way - ask for their ideas and perspectives.

AFTER THE ASSESSMENT MEETING

- Make any edits to document based on your conversation (changes to goals, training, etc.).
- Check again for spelling and grammar errors.
- Gather all signatures, make appropriate copies, forward the original to Human Resources (attn: Training & Development) or email to Esther Herrera at HerreraEs@uhcl.edu
- Make plans for regular check-ins throughout the year.

RELATED RESOURCES

- [SAM 02.A.11: Staff Performance Appraisal](#)
- [UHCL HR Webpage > Policies and Resources > Performance Management](#)
- [UHCL HR Webpage > Policies and Resources > Performance Assessment](#)
- Employee Assistance Program (EAP): www.deeroakseap.com (username & password: UHCL)
- [LinkedIn Learning](#)