

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Performance Evaluation	<u>Number</u> 418
Related Policy:	Employment – 6Hx20-4.029	<u>Page</u> Page 1 of 2

I. Purpose

To assist in accurately appraising employees, to improve performance, to enhance the supervisor/employee relationship and communication, to improve the motivational climate, and to serve as a useful tool in the growth and development of employees.


II. Procedure

Each employee's performance will be regularly evaluated to assess performance in relation to specific job requirements stated in the job description. The performance of each career service employee is to be evaluated upon the completion of six (6) months of service, the one-year probationary period, and annually thereafter. Professional non-exempt, Professional/Managerial, and Executive employee evaluations will occur annually.

- A. Prior to the employee's evaluation month, the Department of Human Resources will provide the supervisor with a Performance Evaluation Record.
- B. The supervisor is expected to evaluate the employee's work performance for the entire evaluation period under his or her supervision. Prior to completing the evaluation record, the supervisor should review the position description, so the individual's performance can be directly related to the duties and responsibilities given in the description. During the rating period, the supervisor is expected to maintain documentation of specific examples of work behavior to support the ratings. The position description should be reviewed and updated if any job requirements have changed.
- C. The supervisor should refrain from placing extreme weight on recent events or isolated incidents or allow personal feelings or personalities to govern the evaluation.
- D. Supporting comments should be added to the highest or the lowest marked categories to illustrate the rating.
- E. The supervisor should list goals and specific job-related details, examples, and/or expected improvements as required for each evaluation factor.
- F. Both the immediate supervisor and the next-level supervisor must agree on the evaluation and sign the form before the evaluation is communicated to the employee. After the employee signs the evaluation, no changes may be made without the employee's knowledge. The employee's signature indicates that the evaluation has been discussed

with the employee by the evaluator. If the employee refuses to sign the evaluation form, a witness should sign the form indicating awareness that the employee received the evaluation and refused to sign the form.

- G. Employees may submit a supplemental written response to the evaluation, which will be maintained in the employee's profile documents with the evaluation form.

Responsible Official: Director, Human Resources	
President's Signature: 	Date: 08/31/2023