

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 notify the supervisor of the due date for the Performance Evaluation.
- B. The supervisor is expected to evaluate the employee's work performance for the entire evaluation period under his or her supervision. Before completing the evaluation record, the supervisor should review the position description to ensure that the individual's performance can be directly related to the duties and responsibilities outlined 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 acknowledge all reviews with an overall rating of "Below Expectations" before the evaluation is completed in Workday or communicated to the employee. After the employee acknowledges the evaluation in Workday, no changes may be made without the employee's knowledge.

The employee's acknowledgement indicates that the evaluation has been discussed with the employee by the evaluator. If the employee refuses to acknowledge the evaluation form, the evaluation should be printed from Workday, and a witness should sign the form indicating awareness that the employee received the evaluation and refused to acknowledge it. This form will be maintained in the employee's Workday documents. The performance evaluation will be completed manually in Workday by Human Resources.

- G. Employees may submit a supplemental written response to the evaluation to the immediate supervisor, with a copy to Human Resources, which will be maintained in the employee's Workday documents.

Responsible Official: Director, Human Resources
President's Signature:  Date: 10/08/2025