

## **OBJECTIVES OF THE PERFORMANCE APPRAISAL PROCESS**

Provide a tool and recommend a process to:

- Clearly define job expectations
- Improve communication between employee and supervisor
- Align employee goals with the overall goals of the University, college, and department
- Link performance with rewards such as compensation increases, promotions, recognition, assignments, professional development opportunities, and career advances
- Be consistent across University departments and areas
- Identify employee training and professional development needs
- Establish clear-cut intervention strategies when performance does not meet identified job requirements