



Classified Staff Performance Appraisal

Office of Human Resources
100 College Park Building
Bowling Green State University
Bowling Green, Ohio 43403
(419) 372-8421
Fax: (419) 372-2920

TIMELINE CHECKLISTS

I. TIME LINE AND PROCESS FOR SUPERVISORS

The purpose of this check sheet is to provide a step-by-step process and the necessary tools for each supervisor to conduct an impartial, but thorough, and efficient performance evaluation for every classified employee by May 1 of each year.

- _____ 1. Set appointment three weeks in advance to discuss annual performance appraisal with employee.
- _____ 2. Provide performance appraisal packet to employee.
 - _____ a. Performance Appraisal form (on-line reference)
 - _____ b. Employee Self-Appraisal form (on-line reference)
 - _____ c. Guidelines for the Employee (on-line reference)
- _____ 3. Set date for employee to return his/her completed Performance Appraisal form (at least one and a half weeks prior to meeting).
- _____ 4. Review "Guidelines for the Supervisor" (on-line reference)
- _____ 5. Review "Five Key Questions Managers Must Answer Before Beginning An Appraisal Session" (on-line reference)
- _____ 6. Complete the Performance Evaluation form for each employee utilizing his/her self-evaluation as a reference plus personal knowledge of performance
- _____ 7. Review "Guidelines for Conducting an Effective Performance Review"
- _____ 8. Conduct a face-to-face performance appraisal interview by reviewing completed Performance Appraisal form and collaboratively setting goals for next year.
- _____ 9. Send signed paper copy of Performance Appraisal form to Human Resources.

II. TIME LINE AND PROCESS FOR EMPLOYEES

The purpose of this check sheet is to provide a step-by-step process and the necessary tools for each classified employee to provide input for their performance appraisal. A self-evaluation form and suggested guidelines will assist each classified employee in the completion of this performance analysis process.

- _____ 1. Three weeks prior to performance appraisal meeting, set a mutually agreed upon date to meet with supervisor.

- _____ 2. Receive a performance appraisal packet from supervisor.
 - _____ a. Performance Appraisal form (on-line reference)
 - _____ b. Employee Self-Appraisal form (on-line reference)
 - _____ c. Guidelines for the Employee (on-line reference)

- _____ 3. Complete Performance Appraisal form (using additional forms for reference and support) and return it to the supervisor by _____ (date).

- _____ 4. Participate in a face-to-face performance appraisal by reviewing completed Performance Appraisal form and collaboratively setting goals for next year.

- _____ 5. Sign paper copy of Performance Appraisal form.