



Classified Staff Performance Appraisal

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Instructions

Supervisors should read these instructions completely before beginning to fill out the Performance Appraisal Form.

This form is to assist supervisors in developing a carefully considered fair appraisal of the employee's job performance. Such appraisals are important not only to the individuals concerned, but to BGSU as it continues with programs for the development of employees. Please be aware that this appraisal will also be used to determine the merit component. The appraisal should be prepared with great care in order that it will be fair and accurate.

Performance appraisal is a daily process. How well an employee consistently accomplishes the tasks and assumes the responsibilities of the job should be the basis for the appraisal. Isolated and extreme incidents of performance that deviate from the normal for the individual should be considered, but by no means should they be the only basis for making the rating.

If an employee has been reassigned to a new supervisor within the last three months, the current and former supervisors will cooperate in the appraisal. If an employee receives approximately equal supervision from two or more persons, the supervisors will cooperate on appraising, and all must sign the appraisal.

The Performance Appraisal Form is to be used for all full-time and permanent part-time classified employees. The four types of appraisals are (1) Mid-Probationary, (2) End-Probationary, (3) Annual, and (4) Special.

Supervisors should thoroughly familiarize themselves with the entire form before attempting to use it. There are five major categories:

Job Knowledge

Job Effectiveness

Attitude/Initiative

Leadership (should only be filled out if the employee supervises others)

Goal Setting

The first four categories include general factors (specific questions associated with the category). For each factor, there are five different levels to describe performance. Read the "Definitions of Performance Ratings" and select the appropriate rating and corresponding number for each general factor. The supervisor's attention should be devoted to a single factor at a time. Do not let the rating on one factor influence the rating on other factors. A person may rate high on one factor and low in another. Any rating below a 3 requires an explanation by the supervisor.

As the supervisor enters ratings for each general factor, the Acrobat form will calculate the total points and average rating. Each General Factor is worth from 1 to 5 points (the rating). Total

points is the sum of all the ratings in each category. The average rating equals total points divided by the number of factors in the category with a value of 1 to 5. **If a factor is rated as N/A (not applicable) or no selection is made, it will not be used to calculate the average rating.**

Example:

Factor 1 rated 5

Factor 2 rated 3

Factor 3 rated N/A

Factor 4 not rated

Total Points = 8

Divided by 2 factors

Average Rating = 4

The final category is a goal-setting section. The supervisor and the employee should use this category for continuous improvement and professional growth. It is NOT to be used to calculate any merit component. Although the goal section does not calculate into the overall rating, the supervisor can consider prior-year goals.

Mid-/End-Probationary Appraisal

- The supervisor will evaluate all employees in a probationary status twice during their probationary period.
- Human Resources will notify the supervisor when an appraisal is required.
- The supervisor(s) will complete the mid-probationary evaluation at the end of the first half of the probationary period.
- The supervisor(s) will complete the end-probationary evaluation within 10 days of the end of the probationary period.

During an end-probationary appraisal, the supervisor(s) will complete the end-probationary status report on the appraisal form. The entry “employee to be retained” should be selected if the employee has satisfactorily completed the probationary period. If the employee is not to be retained, the entry “probationary removal” should be selected. No probationary removal will be entered by Human Resources unless accompanied by a Performance Appraisal Form. Whenever an employee is given a probationary removal, a written statement of the reasons for such removal, along with a Performance Appraisal Form, shall be furnished to Human Resources by the immediate supervisor and department director.

Annual Ratings

All employees who are not in a probationary status are to be evaluated once a year. The appraisal should cover the employee’s performance during the entire year (April 1 through March 31) or the time since completion of his/her probation. If an employee’s end-of-probation performance

appraisal was completed less than three months prior to the annual appraisal date, the annual appraisal need not be conducted.

Forms to be Sent to Human Resources

- A copy of the completed Performance Appraisal Form signed and dated by the employee and the supervisor(s).
- An updated copy of the employee's job description representing duties for the coming year.