



University Policy 3007: Evaluating Performance

Category: Human Resources

Subcategory: Rights & Responsibilities

Covered Individuals: Benefit Eligible Staff

Responsible Executive: Executive Vice President and Chief Operating Officer

Policy Custodian: Office of Human Resources, Sr. Associate Vice President for Human Resources

Last Revised: 2022/10/14

Previous USU Policy Number: 329: Evaluating Performance

3007.1 PURPOSE AND SCOPE

To provide for regular, ongoing, and effective evaluation of staff and to ensure that the evaluations are administered in a fair and consistent manner.

Performance management is an ongoing process whereby supervisor and employee communicate to develop a mutual understanding of position responsibilities, priorities, and performance expectations that support the achievement of university and departmental mission and goals.

Objectives include the following:

- Establish clear job objectives, goals, and standards against which performance will be measured.
- Recognize past achievements.
- Provide ongoing feedback.
- Enhance communication between employee and supervisor.
- Identify employee developmental needs and strategies to address those needs.

3007.2 POLICY

During each fiscal year, the primary supervisor must conduct at least one formal performance and development check-in (performance appraisal) with all benefit eligible staff and complete a Performance and Development Form.

Performance and development check-ins foster communication between supervisors and employees in assessing progress toward developmental and departmental goals. Quarterly check-ins are recommended; however, a department head/director may determine a different frequency for these check-ins based on the needs of the department.

Performance and development check-ins are not required for employees while on a formal Performance and Improvement Plan (PIP). The PIP conversations and feedback will replace the performance and development check-ins until the PIP is complete, at which time, the supervisor will resume the standard performance and development check-ins with the employee ([USU Policy 3001: Setting Expectations and Managing Performance](#)).

2.1 Dual or Change of Reporting Situations

Employees with dual reporting relationships may be evaluated by both the primary and secondary supervisor. The primary supervisor has the main responsibility for completing and conducting the check-in and should request feedback from the secondary supervisor.

For employees who have been under the direction of more than one supervisor during the performance review period (e.g., due to a transfer), the current supervisor has the primary responsibility for soliciting any input from the previous supervisor, completing the Performance and Development Check-in Form and conducting the check-in.

2.2 New Employees

Employees who are in the introductory period of employment should participate in the performance and development check-in process throughout, and at the end of, their introductory period (USU [Policy 3307: Introductory Period of Employment](#)).

2.3 Performance and Development Check-in Meeting

The check-in should be conducted as a one-on-one meeting between the individual and their immediate supervisor. Prior to the check-in, the employee will be asked to complete a self-assessment using the Performance and Development Check-in Form. The supervisor may seek performance feedback from others who work with the employee—or for whom the employee has undertaken work. The purpose of the performance and development check-in discussion is to identify both successes and performance opportunities, and to develop a plan for the upcoming period.

2.4 Processing Performance and Development Check-in Forms

Once both the supervisor and employee have completed the performance and development check-in discussion, the forms are submitted to the Office of Human Resources. Employees may provide additional written comments which will be submitted with the final Performance and Development Check-in forms. Both parties should sign the form and any related documentation. At least annually, the forms will be forwarded to the supervisor's manager, department head/director, or dean/vice president for review and signature. If disagreements arise during the check-in session, employees may provide additional written comments, which will be attached to the completed Performance and Development Check-in Forms. The employee or supervisor may also contact the Office of Human Resources for guidance.

2.5 Relationship to Salary Increases

The performance and development program is designed primarily to clarify expectations and improve job performance through improved communication between an employee and their supervisor. The performance and development check-in is only one consideration in compensation decisions.

3007.3 RESPONSIBILITIES

3.1 Department Heads/Directors and Supervisors

Work with their employees to identify and develop agreed upon development plans, expectations, performance standards, and areas needing improvement. New supervisory personnel should contact the Office of Human Resources to arrange for performance and development process training.

3.2 Office of Human Resources

Provide materials used in the performance and development check-in program each year, monitor the process, and maintain completed forms. Additionally, the Office of Human Resources provides training and consultation for employees and supervisors as needed.

3.3 Employees

Work with their supervisors to identify and develop agreed upon development plans, expectations, performance standards, and any areas needing improvement. Complete a self-assessment as part of the check-in process.

3007.4 REFERENCES

- [USU's Performance Development Program](#)

3007.5 RELATED USU POLICIES

- [USU Policy 3001: Setting Expectations and Managing Performance](#)
- [USU Policy 3307: Introductory Period of Employment](#)

3007.6 DEFINITIONS

6.1 Performance and Development Check-in

A conversation between an employee and supervisor held at regular intervals, where feedback is provided, achievements are recognized, progress is recorded, development opportunities are discussed, and plans for the next interval are set.

Information below is not included as part of the contents of the official policy. It is provided only as a convenience for readers/users and may be changed at any time by persons authorized by the president.

RESOURCES

Procedures

- N/A

Guidance

- [USU HR](#)

Related Forms and Tools

- N/A

Contacts

- N/A

POLICY HISTORY

Original issue date: 1997/01/24

Last review date: 2022/10/14, 1997/01/24, 07/01/1999

<https://www.usu.edu/policies/3007/>

Next scheduled review date:

Previous revision dates:1997/01/24, 1999/07/01