



STAFF AND ADMINISTRATIVE PERFORMANCE APPRAISAL PROCESS WITH MERIT

This year's performance appraisal process will include the opportunity for staff and administrators to receive merit. The employee appraisal process will be an online process. Appraisal forms will still need to be printed and signed by both the employee and the supervisor; however, the completed forms will be scanned, sent, and stored electronically. Below is the 2013-2014 performance review schedule for submitting employee appraisals.

2013-2014 Performance Review Schedule And Process for Submittal

Beginning

March 1:

Supervisors are to begin the Employee Appraisal Process. Appraisal and self-appraisal forms are available on the HR website by clicking the following link <http://www.etown.edu/offices/human-resources/employee-performance-appraisal-process.aspx>.

Self- Appraisals

- 1) Employees have the option of completing an employee self-appraisal or a supervisor may request the employee to complete a self-appraisal as part of the employee's appraisal process. The self-appraisal form is filled out online, printed, and signed by the employee. Employees who do not have computer access will complete a hard copy form. Hard copy forms can be printed by the supervisor for the employee to complete or picked up at the Human Resources Office.
- 2) Self-appraisals are then sent to the supervisor via email prior to the appraisal discussion. Employees without computer access will provide the supervisor with a hard copy prior to the appraisal discussion.

Employee Appraisals

- 1) The employee appraisal form is filled out online, printed, and signed by the supervisor. Helpful information on Merit Pay and the New Employee Appraisal Process can be found on the HR website by clicking on the

following link <http://www.etown.edu/offices/human-resources/employee-performance-appraisal-process.aspx>.

- 2) Supervisors must strive to provide objective and honest performance assessments. When determining merit, it will be expected that no more than one-third of the employees within a unit are rated in the meritorious performance categories of ***“Outstanding”*** and ***“Exceptional.”*** Further, no more than one-third of the meritorious ratings are in the ***“Exceptional”*** category.
- 3) Upon completion of all the unit’s appraisals, the unit supervisor must discuss the appraisals with their second-level supervisor. Both the unit supervisor and the second-level supervisor must agree on the overall unit appraisals before the appraisals are presented and discussed with any employees.
- 4) After the supervisor discusses the unit appraisals with the second-level supervisor, the unit supervisor will meet separately with each employee to present and discuss the employee’s performance appraisal and self-appraisal. At this time, the supervisor may share with the employee their overall rating and whether or not they qualify for merit pay.
- 5) At the end of the appraisal meeting, the employee and the supervisor will add final comments to the appraisal form and ensure that all appraisal forms have been signed, including the employee self-appraisal form. The supervisor will keep the original forms and provide copies of the appraisal(s) to the employee via scan or hard copy.

May 31:

Deadline for supervisors to send completed appraisals to Human Resources.

- 1) Upon completion of all employee appraisal meetings for the unit, the supervisor must electronically scan all the employee appraisals and self-appraisals. All scanned appraisals will be sent by email from the supervisor to Human Resources. Appraisals for employees receiving merit must be sent by separate email from the non-merit appraisals. Please follow the instructions below.

- Supervisors are to send merit recipient appraisals (including the recipient's self-appraisal) to the following email address hrappraisals@etown.edu using the Subject Line: ***"(Name of Unit/Department) Merit Recipients"***.
- Supervisors are to send all other appraisals (including self-appraisals) to hrappraisals@etown.edu using the Subject Line: ***"(Name of Unit/Department) Appraisals"***.

2) Human Resources will electronically store all employee appraisals online by year and department.

June 10: Human Resources will submit to the Hiring Compensation and Review Committee (HCRC) all appraisal information for the employees who are to receive merit pay.

June 15: The HCRC will complete its review of the appraisal information for merit recipients. Merit pay percentages will be established by the HCRC and then submitted to the President for approval.

**Last Week
in June:** Human Resources will prepare letters for senior staff members to send to their employees notifying them of their annual increase.

July 1: Senior staff members will sign the employee annual increase letters for their respective areas and send the letters to each of those employees.