



Staff and Administrative Performance Appraisal Process

The employee appraisal process will be an online process. Appraisal forms will 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 2014-2015 performance review schedule for submitting employee appraisals.

2014-2015 Performance Review Schedule and Process for Submittal

March 1: Supervisors are to begin the Employee Appraisal Process. [Appraisal](#) and [self-appraisal](#) forms are available on the HR website.

Self-Appraisals

1. A supervisor may request the employee to complete a self-appraisal as part of the employee's appraisal process. Employees also have the option of completing a self-appraisal. The self-appraisal form is completed (*either by email or hard copy*) and signed by the employee.
2. The self-appraisal form is then sent to the supervisor (*either by email or hard copy*) prior to the appraisal discussion.

Employees Appraisals

1. The employee appraisal form is filled out online, printed, and signed by the supervisor. Supervisors must strive to provide objective and honest performance assessments. As such, it is expected that no more than one-third of the employees within a unit are rated in the performance categories of "**Outstanding**" and "**Exceptional.**" **Further no more than one-third** of the ratings are in the "**Exceptional**" category. For example, if you have nine employees to review, only three employees can be rated "Outstanding" or "Exceptional." Of the three that are rated "Outstanding" or "Exceptional," only one can be rated "Exceptional."
2. Upon completion of all the unit's appraisals, the unit supervisor must discuss the appraisals with their reviewing-level supervisor. Both the unit supervisor and the reviewing-level supervisor must agree on the overall unit appraisals before the appraisal is presented to the employee.
3. After the supervisor discusses the unit appraisals with the reviewing-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.

4. 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.

June 26: All performance appraisal forms must be received in Human Resources.

Upon completion of all employee appraisal meetings for the unit, all scanned appraisals should be sent by email from the supervisor to Human Resources. Performance appraisal forms can be sent to hrappraisals@etown.edu using the subject line: “(Name of Unit/Department) Appraisals”