

Guidelines for Annual Staff Performance Evaluation

Evaluation Process

The University of South Alabama has established a performance evaluation program to improve employee morale, job effectiveness, and job satisfaction through objective measurement and constructive counseling.

Each Vice President, Dean, Director, Department Head, and Principal Investigator should ensure that an annual performance evaluation is completed for each staff employee within his/her area of responsibility.

Generally, evaluations should be used to evaluate staff employees from June of the previous year through June of the current year, or from date of employment if employed less than 12 months. A performance evaluation form must be completed on each current staff employee who was employed on or before March 31st of the current year. Please note this time frame varies for special medical classifications.

It is necessary that completed staff performance evaluations be discussed with and signed by the employee prior to inclusion in the employee's personnel file. The employee's signature on the evaluation form is not necessarily an indication of agreement, but serves as verification that the evaluation has been discussed with the employee.

Evaluations may be completed on-line, however, as the information cannot be saved, the form should be printed immediately and forwarded to Human Resources. Completed evaluations cannot be transmitted to Human Resources electronically at this time.

A copy of the evaluation form with original signatures should be returned to Human Resources. A copy of the evaluation should be given to the employee and a copy also maintained in the department

If you should have questions regarding proper completion of the evaluation form, please contact Human Resources.