Overview:
Performance appraisals are a review, discussion, and assessment of an employee’s performance of assigned duties and responsibilities. It is a tool to help enhance the efficiency and efficacy of an organizational unit and an individual employee within the unit. Effective use of an annual evaluation provides a forum for exchanging ideas, promoting personal growth and achievement, identifying training and development opportunities, recognizing growth, and enhancing performance.

Evaluator Guidelines:
- Please review the online Staff Performance Evaluation website (http://dixie.edu/humanres/staff_evaluation.php) in full for process, notes, and reference materials.
- Review previous performance evaluations, most recent job description, the current year’s employee self-evaluation, and other internal assessments completed prior to completing the current year’s evaluation.
- Ensure fairness within the process. This means objective standards are applied to all employees in the area, all employees are evaluated, and dialogue is open and honest between employees and supervisors.
- Give employees at least one week’s notice when scheduling their evaluation. Evaluations should only be scheduled after the employee has turned in a self-evaluation form.
- Complete all sections of the evaluation and include comments with each section as appropriate.
- Once the evaluation has been completed, give the employee up to two working days to respond in writing to the evaluation before it is given to the next level supervisor for review/approval.
- All forms (employee’s self-evaluation + staff evaluation form signed by supervisor, employee, and next level supervisor) are due to the Human Resources Office no later than March 1. Copies of these forms may be retained by the department for future reference.