



Office of Human Resources

Annual HEO Evaluation Guidelines January 2021

Evaluation Process:

The evaluation process consists of first having a discussion with the employee after which a memorandum of discussion is written.

- 1) Schedule the evaluation conference meeting at least 24 hours in advance of the meeting.
- 2) Only two people can be present at the evaluation meeting - the evaluator and the person being evaluated.
- 3) Do not write up the official evaluation until AFTER the evaluation conference meeting. The meeting is supposed to be a 'discussion' about the person's performance. It is permissible, however, for a supervisor to draft an outline of 'talking points' for his/her personal use during the meeting. Do not send an official document and say Sign! in lieu of the discussion.
- 4) Use, as points of reference:
 - Employee's job description (contact Angela Gmuca if you don't have a Description);
 - Employee's goals and/or supervisor's recommendations from recent evaluation
 - Department goals (assuming these have been previously shared with the employee)
- 5) Guidance – Be specific in terms of identifying areas which need improvement (if applicable). Give guidance on how specific areas can be improved.

Notification Process:

Employees must be notified of reappointment after the evaluation conference and at least two weeks prior to the notification date:

- You may discuss the employee's performance with your Vice President.
- Send the signed annual evaluation document with your recommendation to your Vice President by March 5, 2021.
- If your Vice President concurs, he/she will send a recommendation to the President. We will ask your Vice President to send their recommendations to the President by March 12, 2021. The recommendation memos and the official signed evaluations will be forwarded by your Vice President to Human Resources.
- Upon the recommendation of your Vice President, the President will direct Human Resources to proceed with reappointment notifications to the employees.

If you have questions about this process, please contact Angela Gmuca.