

Unclassified Employee Performance Evaluation Purpose and Objective

The performance evaluation process is a collaborative effort between employees and managers. It is not the policy or the form that makes the evaluation successful, it is the actual performance conversation that a manager has with the individual that is most important.

Purpose of a Performance Evaluation

- ✓ Align employee performance with the mission and goals of the university and unit.
- ✓ Strengthen two-way communication regarding job performance and periodically assess goals and opportunities for the unit and the individual.
- ✓ Establish a mutually-understood set of performance expectations.
- ✓ Recognize contributions of employees.
- ✓ Discuss opportunities for growth and development.
- ✓ Provide necessary feedback when performance does not meet expectations.

The university preferred form to conduct the evaluation is online.