



## **The Performance Evaluation Process**

Lincoln University supports a formalized system of performance evaluation for all employees. The process is an important component of employee development for creating and maintaining ongoing communication between the supervisor and the employee to ensure that the employee is successful in their role.

The purpose of the evaluation is to provide feedback to employees about their work performance, assist in professional development and achieve the University's strategic plan. The performance evaluation also provides an opportunity for the employee and supervisor to identify and discuss areas where performance can be improved.

The university strategic plan can be found at

<https://issuu.com/lincolnuniversityofmissouri/docs/lu-strategic-plan-2022-v8>.

The focused attention and commitment to ongoing dialogue by both supervisors and employees will:

- Set clear and achievable goals for employees
- Provide regular check-ins and feedback on performance
- Identify areas for improvement and development
- Align individual performance with organizational goals
- Facilitate communication and collaboration between employees and supervisors
- Support employee growth and career advancement
- Evaluate overall performance and contribute to continuous improvement
- Align every employee's work with Lincoln University's strategic plans

It is important for each of us to take the time to reflect on where we have been, both individually and as an institution, and decide where we want to go in the future.

Providing employees with continuous, honest feedback and direction is vital to the engagement of our employees and is also essential to the growth and development of Lincoln University.

## **Forms**

Lincoln University uses two key types of documents in the annual performance evaluation process: The Self-Appraisal Form and the official Performance Evaluation Form. The purpose of each form are as follows:

### **Self-Appraisal Form for all staff members**

The *Self-Appraisal Form* is intended to be completed by the employee. The form provides a tool for employees and supervisors to review the current job duties of a particular position and any external obstacles that an employee is encountering to complete their work. Additionally, this form encourages dialogue as well as a plan for further professional development. This form should be returned by staff members to their direct supervisor before the performance evaluation meeting is conducted.

### **Performance Evaluation Form**

The *Performance Evaluation Form* is intended to be completed by the supervisor once the self-evaluation form has been returned from their direct report. Once the meeting has taken place, the completed evaluation forms and job description should be forwarded to Human Resources to be placed in the employee's personnel file.

The performance review will state objectives from the prior year and provide feedback on core competencies and expected behaviors. Additionally, this form sets goals for the following review year as well as a professional development plan.

### **\* Mid-Year Check-In**

Supervisors and employees are encouraged to meet regularly to provide continuous feedback and check in on progress towards goals to maintain a strong partnership around goal completion. During the November – January period (corresponding with the end of the Fall semester) this meeting should be formalized as a more official check in around their progress. It is recommended for supervisors to connect at least once approximately half-way through the performance evaluation period to check-in on goal progress and overall performance.

### **During a mid-year check-in, the employee and supervisor may discuss:**

- **Progress Toward Goals:** Reviewing the goals and objectives set at the beginning of the performance cycle to assess how much progress has been made and whether any adjustments are needed.

- **Performance Feedback:** Providing constructive feedback on the employee's performance, highlighting strengths and identifying areas that may require improvement.
- **Challenges and Support:** Addressing any challenges or obstacles the employee has encountered and discuss how to provide support or resources to help overcome them.
- **Development and Training:** Identifying opportunities for the employee's career development, which might involve suggesting training, workshops, or projects.
- **Alignment and Expectations:** Ensuring that the employee's work is aligned with the University's strategic plan and clarifying any expectations.
- **Goal Revisions:** If circumstances have changed since the goal setting phase, discuss whether goals need to be revised or updated to remain relevant.
- **Recognition:** Acknowledging the employee's achievements and contributions during the first half of the performance cycle.

## Performance Reviews

Performance reviews are conducted annually in May through the end of June to correspond with the end of the Fiscal Year. This should be a formal meeting between a supervisor and employee to review how successfully goals were set during the prior year.

## Performance Evaluations Step-by-Step

1. **Update Job Description.** Both the supervisor and the employee should review the current job description for the employee to be sure it is updated. The supervisor makes the final decision on what is included in the job description. If the job description is changed, the updated version should be emailed to [hrrs@lincolnu.edu](mailto:hrrs@lincolnu.edu). Please use the current [Position Description Template](#).
2. **Employee Self-Evaluation.** The supervisor should send the employee a copy of the [self-evaluation form](#) and give them a deadline for completing it. This should be treated like any other work assignment.
3. **Writing the Evaluation.** Once the supervisor has the self-evaluation, they can use it as one source of information in writing the review. The supervisor should also consider meeting notes and work outcomes from throughout the year in writing the evaluation.

4. **Meet to Discuss the Evaluation.** Supervisors should schedule a time to meet with their employee to discuss the evaluation. This conversation is the core of the performance evaluation process. There should be opportunities for both the supervisor and the employee to share their perspective.
5. **Edit the Evaluation.** As a result of the conversation and exchange of views, the supervisor should make the final edits to it before it is signed.
6. **Signatures.** The employee may wish to write a response to the review in the space indicated on the form or attach a lengthier response to it. Once this is complete, the employee and the supervisor should both sign it. The document is then forwarded upward through the chain of command until it receives the signature of the relevant member of the Leadership Team. Once these signatures are obtained, the evaluations should be forwarded to the Human Resources Office.

All questions regarding the performance evaluation process should be submitted to [hrs@lincolnu.edu](mailto:hrs@lincolnu.edu)

## WHAT YOU NEED TO KNOW

- The annual review cycle reflects the performance period of July 1st – June 30<sup>th</sup>.
- University-wide annual reviews currently apply to Staff.
- There is a self-evaluation assessment for all employees.
- There are two (2) versions of the annual evaluation form: (1) Staff and (2) Supervisors.
- There is an employee feedback of supervisor form to be completed and returned to HR.
- The final deadline to complete & submit your completed evaluations is June 30<sup>th</sup>.