

# STAFF PERFORMANCE APPRAISALS

Office of Human Resources



**SOUTH TEXAS  
COLLEGE**

# Take Aways



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# Background



- ▶ Supervisors must review job descriptions to ensure the duties and responsibilities are current and accurate.
- ▶ Supervisors must communicate job expectations with the employee.
- ▶ Supervisors must address performance issues in a reasonable and timely manner.
  - ▶ Examples of performance issues are the following: attendance, tardiness, behavior, conduct, meeting job duties and responsibilities, etc.

# Purpose



- ▶ Performance appraisals are intended to do the following:
  - ▶ measure the extent to which the employee's performance meets the requirements of a particular position
  - ▶ to establish goals for the future;
  - ▶ strengthen the relationship between you and the employee;
  - ▶ open up channels of communication;
  - ▶ appraise past performance;
  - ▶ recognize good performance;
  - ▶ identify areas that might require improvement.
- ▶ Performance appraisals are expected to be a fair, accurate, and complete reflection of the employee's performance.

# Forms



► Administrative Staff



► Classified Staff



► Professional/Technical Staff



► Direct Wage/Work Study


<https://hr.southtexascollege.edu/perfappraise.html>

# Forms cont'd

Staff Performance Appraisals | Sc x +

hr.southtexascollege.edu/perfappraise.html

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## Human Resources

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## Staff Performance Appraisals

Performance appraisals are intended to measure the extent to which the employee's performance meets the requirements of a particular position and to establish goals for the future, strengthen the relationship between you and the employee, open up channels of communication; appraise past performance, recognize good performance, identify areas that might require improvement and enable you to assess your own communication and supervisory skills.

For additional information regarding the purpose and procedures related to Performance Appraisals, please download and review our [Performance Appraisal Training \(PDF\)](#) guidelines.

Employee Improvement Plan information and form:  
[Conduct and Performance Improvement Plan \(PDF\)](#)  
[Conduct and Performance Improvement Plan Form \(PDF\)](#)

**Administrative Staff** Professional/Technical Staff Classified Staff Direct Wage/Work Study Staff

## Administrative Staff Performance Review Instructions

The supervisor will complete the entire performance appraisal form, by rating the level of the achievement, which most accurately describes the employee's performance on each factor.

In the spaces provided by each of the performance factors, you are encouraged to support your ratings with clarifying comments and specific examples, which occurred during the review period that determined or affected the level of achievement marked. Factors rated "Exceeds Requirements" or "Needs Improvement" must be supported with examples or reasons. Factors rated "Needs Improvement" should be listed in the Employee

**Administrative Staff  
Performance Appraisal Form  
(PDF)**

# Best Practices

1 

Review job descriptions.

2 

Have chain of command, up to Director/Dean level, review your completed appraisals before meeting with the employees.

3 

Do not reuse one completed evaluation for all employees; each should be individual evaluations.

4 

Do not submit employee's self evaluation as the appraisal completed by the supervisor.

# Best Practices cont'd

5 

If employee does not sign performance appraisal, send an email with the copy of the appraisal stating the date and time of evaluation and that the employee did not sign it upon end of the meeting.

6 

Remember the performance appraisals are annual.

7 

Evaluation period is September 1st to August 31st of each fiscal year.

8 

Provide feedback regarding performance to employees as soon as possible or after an occurrence; don't wait until the performance appraisal to communicate/coach employee.



# Best Practices cont'd

9



Conduct and Performance Improvement Plan may be issued at the time of the appraisal or as necessary (Note: Conduct and Performance Improvement Plans are reviewed by Human Resources prior to issuance).

10



Don't be subjective.

11



Don't use white-out.

12



Don't write notes after appraisal has been signed.

# Contact Human Resources

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