

# 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

Website Search | South Texas Col x Staff Performance Appraisals | So x +

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

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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

## Administrative Staff Performance Review Instructions

Listed on the following pages are a number of Performance Factors that are important in the successful completion of most assignments. A list of qualities has been included to assist in evaluating an employee's performance in each area. To complete the Performance Appraisal Form, place a check mark under the level of achievement, which most accurately describes the employee's performance on each factor.

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

# Process

1. Select the appropriate form for each employee and position.
2. Review and retrieve documents (notes, emails, memos, etc.) about each employee's performance.
3. Read instructions and become familiar with the form's ratings as they vary slightly for the different classifications.
4. Complete the appraisals fair and consistently.
5. Comments are important when the ratings are below expectations or above expectations.
6. Review the completed performance appraisals for completeness, fairness, and accuracy.

## Process cont'd

7. Schedule meeting with each employee individually.
8. Review the performance appraisal with the employee.
9. Ensure that you have accessible any documentation that led to the rating.
10. Allow employee to ask questions and ensure comments are completed.
11. Both, supervisor and employee, sign the form.
12. Provide a copy to the employee at the end of the evaluation.
13. Submit original to the Office of Human Resources.



# 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 1<sup>st</sup> to August 31<sup>st</sup> 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

Laura Requena, Director of Human Resources ext. 3646

Jaime "Jim" Navarro, Employee Relations Officer ext. 3805

## Human Resources Specialists - ERO

- Sheena Cox, ext. 3717
- [HR\\_EmployeeRelations@southtexascollege.edu](mailto:HR_EmployeeRelations@southtexascollege.edu)