General Overview of the Performance Appraisal Process

There are several steps in the evaluation cycle which involve the employee, immediate supervisor, department head, program manager, and Human Resources.

# Step 1

Human Resources generates the Staff Performance Appraisal (HR138) Form in accordance with the employee’s probationary evaluation cycle or notifies the program area through the annual performance evaluation cycle process.

# Step 2

Staff employees are encouraged to utilize the Staff Employee Self-Evaluation (HR 138a) Form to cite specific accomplishments and provide other relevant information.

# Step 3

Each supervisor/evaluator completes a draft of the Staff Performance Appraisal (HR 138) Form for staff employees he/she supervises directly. *If the immediate supervisor is a bargaining unit employee, draft evaluation should be reviewed with the manager prior to discussing with employee.*

# Step 4

The supervisor/evaluator and employee meet to discuss the draft performance appraisal. Prior to signing the form, the employee may include a written response.

# Step 5

The Staff Performance Appraisal (HR 138) Form is forwarded to the department head and program manager for review, comment, and signature.

# Step 6

The Staff Performance Appraisal (HR 138) Form is provided to the employee for final review, comment, and final submission to the supervisor/evaluator.

# Step 7

The Staff Performance Appraisal (HR 138) Form and Staff Employee Self-Evaluation (HR 138a) Form (if completed) are sent to Human Resources for processing and are placed in the employee’s permanent personnel file.