



ATLANTA METROPOLITAN STATE COLLEGE  
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**Office of Human Resources**

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## **PERFORMANCE EVALUATION PROCESS**

The process for employee evaluation plays a vital role in the success of the College. Important reasons for conducting employee performance evaluations are to communicate performance indicators/expectations and to measure the employee's performance. The evaluation process should be thoroughly explained to the employee to include, categories on which the employee is being evaluated. This process also give managers an excellent opportunity to reflect and provide appropriate feedback in relation to performance. In addition, the employee should be given ample opportunity to offer a response to any aspect(s) of their evaluation.

## **INSTRUCTIONS FOR COMPLETING THE PERFORMANCE EVALUATION**

1. The manager defines the criteria for the evaluation.
2. At the checkpoint the manager discusses the criteria with the employee; stop gap to ensure the employee is aware of the evaluation topics/subjects.
3. The manager finalizes the criteria.
4. If applicable, the manager nominates an individual to participate and offer contribution to the employee's evaluation.
5. If applicable, the nominee completes the evaluation.
6. The employee complete and submit a self-evaluation for the manager to review.
7. The manager completes the employee's evaluation and submit to the appropriate Divisional Leader and/or Vice President.
8. Once approved from Divisional Leader and/or Vice President, the manager will hold a meeting with the employee to discuss the performance and evaluation ratings.
9. The employee will acknowledge the performance evaluation; acknowledgement does not imply an agreement with the evaluation results, but that the evaluation has been reviewed and explained.
10. The Performance Evaluation Form is then routed to the Office of Human Resources.

## **MANAGER'S EXPECTATIONS**

In completing the performance evaluation, consideration should be given only to the observation of the job performance. After completing the evaluation the supervisor should review all ratings to ensure that:

1. You have not been influenced by personal or emotional considerations such as acquaintance or prejudice.
2. You have not been influenced by the opinions of others.

*Atlanta Metropolitan State College is an equal employment opportunity employer. Atlanta Metropolitan State College does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or military/veteran status.*

3. The mark reflects the overall performance level of the employee over the entire report period and is not based on isolated instances of success or failure, nor is the mark based on a cumulative record of the employee's performance prior to this report period.
4. You have not been influenced by the employee's length of service.
5. You have, to the best of your ability, responded objectively and accurately with regard to the employee's performance.
6. Performance evaluations must be handled with the highest degree of confidentiality and professionalism.

### **INSTRUCTIONS FOR COMPLETING A PLAN FOR IMPROVEMENT**

If the overall evaluation results in a "needs to improve" or "unsatisfactory" rating, the manager must contact the Office of Human Resources to create a Performance Improvement Plan.