

Missouri Western State University
Performance Evaluations (Staff)
Employment Policies
Approved: 05/13/2009

Exempt, and Non-Exempt Staff: The process of evaluation of performance is intended to be a continual communication between supervisor and employee. A formal written evaluation is required to be conducted no later than May 31 of each year for all regular Administrators, Exempt, and Non-Exempt Staff employees. A mid-year discussion and review of performance is also to be held in November of each year. Copies of the evaluation forms for the Exempt Staff and for the Non-Exempt Staff are available from the Department of Human Resources.

Administrative Evaluation: Employees in administrative positions have a major responsibility for the management of the institution. The performance of employees in such positions must be related to the achievement of the organizational planning objectives. Therefore, each administrative employee will be evaluated on a yearly basis by the appropriate Vice President or Dean on the basis of his or her specific achievements and contributions towards meeting annual University planning objectives. The evaluator will discuss the evaluation with the employee and then provide a written narrative evaluation of each Administrator to the President, via the chain of command for approval. The employee and the Department of Human Resources will also receive a copy of the evaluation. While the evaluation process itself is continuous, the written evaluations should be submitted to the President no later than June 15. The Vice President will also make recommendations on increases for administrators based on the performance evaluation.

Throughout the year, the Vice President or Dean should meet to discuss the progress being made. At least one meeting should be held in November.

Exempt and Non-Exempt Staff Evaluation: During the period of April through May of each year, the supervisor will meet with each Exempt or Non-Exempt Staff employee. The meeting has two purposes. The first is to evaluate all current employees in relation to their performance during the last year. The evaluation form will be completed for each employee no later than May 31 of each year. The supervisor will discuss the evaluation with the employee. The form is also to be signed by the supervisor's supervisor. Supervisors will be assessed on their ability to appraise counsel, and direct employees effectively. A copy of the form is provided to the employee and to the supervisor. The original is forwarded to the Department of Human Resources.

The second purpose is to have the supervisor review the responsibilities of the position with the employee and to identify expected standards of performance for the coming year. This means defining satisfactory performance of responsibilities or establishing specific objectives to be accomplished.

Throughout the year, the employee and the supervisor should meet to discuss the progress being made. At least one meeting should be held in November. Objectives may be altered, refined, or reaffirmed. The supervisor should provide an environment that allows and encourages performance improvement, including providing opportunities of the employee to acquire the skills and behaviors needed. The evaluation process is a continuous process of communication and a primary function of effective managerial behavior. (June 2007)