

Employee Performance Evaluations

The Employee Performance Evaluation encourages the objective evaluation of all staff employee performance on an annual basis. This process fosters two-way communication between the supervisor and employee, providing a foundation for an employee development plan. Performance evaluation ratings should focus on position specific job responsibilities as outlined in the position description and appropriately measure objective performance expectations within the workplace.

What are the general recommendations?

It is recommended that all regular full and part-time staff be evaluated annually by July 31 of each year. Position descriptions should be reviewed annually to ensure accurate representation of employee duties as a basis for the evaluation.

What form should I use?

1. **Manager Evaluation Form:** This form is used to evaluate all staff persons who officially supervise permanent staff employees. Supervisory duties should be clearly defined in the position description.
2. **Staff Evaluation form:** This form is used to evaluate all staff persons who have no official supervisory duties.

Which rating level is appropriate?

1. Does Not Meet Expectations: An employee fails to meet job requirements
2. Below Expectations: An employee occasionally meets job requirements
3. Meets Expectations: An employee consistently meets job requirements
4. Exceeds Expectations: An employee exceeds job requirements

Directions for web based Evaluations

- Go to mycu.cedarville.edu > Employee Services > Performance Evaluation
- Select the direct report to evaluate and click "Fill out Evaluation". (If you leave the form prior to completion, click "Save")
- Once complete, click "Send for Approval"; status will update to "Pending Approval".
- Email notification is sent to the next level supervisor to review and either "Approve Evaluation" or request edits from the supervisor. The evaluation remains in "Pending Approval" status as edits are continued.
- For a vice president, no next-level review will appear; however, clicking "Send for Approval" will finalize the evaluation and auto-complete to the next step in the process.
- Once the next-level supervisor/VP approves the evaluation, no changes can be made to the electronic document.
- Upon approval, an email notification is sent to the supervisor; status will be changed to "Approved - Awaiting Employee Meeting"
- Schedule the employee meeting and print forms by clicking "Print for Signatures and Comments "(landscape orientation).
- The employee meeting is an opportunity for discussion and comments. Capture signatures and any comments on the paper form.
- For the final step of the web based evaluation, click "Mark Completed", which enables employee access of the evaluation through mycu.cedarville.edu.
- Once signatures are finalized, route the original document to the next-level supervisor for signature. Forward the original signed copy to University Human Resources for the employee personnel file.