

Miami University

Employee Performance Report

Instructions for Supervisors

Performance reports are the responsibility of the supervisor and must be completed annually for each classified staff. The timing of the evaluation is set by the department to meet their business needs. The schedule for the annual performance review of each staff may be determined based upon:

- a) the employee anniversary date within your department; **or**
- b) beginning of fiscal or calendar year; **or**
- c) choosing a month during the year.

It is crucial that, as a supervisor, a performance review is completed at least once every twelve months for the employee(s) under your supervision.

Contact the Department of Human Resources, 15 Roudebush Hall, 529-3131, if you have any questions, or if you would like to inquire about attending a workshop on, Conducting Effective Performance Reviews.

Please read carefully the four steps on the following page for completing the Performance Report Forms for classified staff.

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Performance Report Forms for Classified Staff Instructions

1. The employee has the **option** of completing the Self-Evaluation Form on **Page 2**. Ask your employee if he or she chooses to complete this self-evaluation. The employee should sign, date, and return the Self-Evaluation Form to their supervisor by a predetermined date.

Note: If the employee chooses **NOT** to complete the self-evaluation, he or she should check the appropriate box as designated on the form, and sign and date the form.

2. The supervisor must complete:
 - a. **Page 1** of the performance report, **and**
 - b. **Page 2**, the Supervisor's Summary

It is important to refer to the employee's self-evaluation when completing Pages 1 and 2.

Forward both completed pages to the appropriate administrator for their review and comments.

Note: *It is essential that an administrator review the report and sign as indicated.*

3. When the forms have been completed by the supervisor **and** the administrator, please:
 - a. Give a copy of the performance report to the employee for his or her review
 - b. Set up a special meeting time to review the report to:
 1. discuss expectations
 2. commend the employee where appropriate
 3. clarify areas where the employee needs to improve
 - set goals and establish action plan for improvement

The employee must indicate whether they agree **or** disagree with the rating. The employee may provide comments if they choose, and should sign and date the form.

4. **Make two copies of the completed form.** Check the appropriate box at the bottom of the page to indicate distribution of the copies:
 - a. **Human Resources copy** (original): forward to the Department of Human Resources to be filed in the employee's Personnel File
 - b. **Department copy:** retain a **copy** for the department files
 - c. **Employee copy:** give a **copy** to the employee