

## PERFORMANCE EVALUATIONS

Performance evaluations provide another opportunity for communication between employee and supervisor. The written report helps the employee understand the supervisor's expectations and how well he/she has met those expectations during the evaluation period. It is the formal written documentation of the less formal feedback (both oral and written) between the supervisor and the employee throughout the evaluation period.

The By-laws of the Board of Regents of the University of Nebraska stipulate that all employees will receive a performance evaluation annually. Managerial/Professional employees are evaluated each year near May 1. Office/Service employees receive their first formal evaluation upon completion of their Initial Probationary Period, typically 180 days after hire. Additional performance evaluations are then due on an annual basis from the date of the first evaluation. UNO's form and instructions are found on the Human Resources web page at <https://www.unomaha.edu/human-resources/employee-relations/index.php>.

For assistance with the form and process, contact Human Resources, 4-2321.

After completing the written report, the immediate supervisor and the employee will discuss the contents of the evaluation. The discussion should provide the employee with an opportunity to ask questions, clarify information, express concerns, etc. The employee will then be asked to make his/her comments on the form and sign the document. The employee's signature does not mean he/she necessarily agrees with the report; the signature means that the employee is aware of the contents of the report. If an employee feels he/she was evaluated unfairly, he/she is welcome to prepare a written rebuttal and submit any supporting documentation. Any documentation and comments will be placed with the evaluation in the employee's personnel file in the Human Resources Office. If an employee feels that his/her supervisor has violated University policy in completion of the evaluation process, he/she should inform the Human Resources Office. The written performance evaluation becomes a permanent part of the employee's personnel file.

Supervisors are expected to complete evaluations in a timely manner. Supervisors may complete a written evaluation at any time to note specific levels of performance, either favorable or unfavorable. Evaluations may be used to decide any number of personnel actions including promotions, pay increases, terminations, etc. It is critical that the reports accurately reflect the employee's job performance.