For UGA-ECOLOGY SUPERVISORS

Performance assessments are required for all regular, benefits-eligible staff (whether full or part-time and including postdocs).

**Performance Assessment Purpose and Supervisor Review Guidelines**

The University of Georgia Human Resources unit **requires** that a performance assessment form and conference be completed by the employee’s immediate supervisor annually from the period January 1 through December 31, except where performance requires more frequent review or when job responsibilities change substantially.

The performance assessment process is not only to serve as a basis for merit increases (when available) but more importantly, to use as a tool for review of past performance and a way to set performance goals, recognize and improve the contributions and skills of the individuals who make up our organization and to plan for our future success.  It also serves as a way to promote communication between the supervisor and employee regarding the work performance, policies and practices and means by which the performance can be enhanced and to help the supervisor determine the overall performance rating.

**Annual Performance Assessment Process**

The performance assessment process begins at the time of hire or the beginning of the assessment cycle from January 1 to December 31.  Each employee’s position description is the source of job responsibilities and work standards upon which the formal performance assessment is based.  The supervisor will meet with their employees to review the position description and job-related expectations.

Please reach out to your employee(s) to request any employee remarks, activities and accomplishments, and information on any completed training during the assessment year. The supervisor is encouraged to reach out to a variety of individuals that work directly with the employee being assessed in order to gain as much un-biased input on the employee’s performance.  It is advisable to request this information **no later than mid-January** so that you can begin working on the assessment using comprehensive details.

Please reach out to Ecology’s HR Liaison for a copy of your employee’s current job description, if needed.

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Supervisors should:

* include all of the above material on the UGA approved performance assessment form, or attach it, along with completing the actual assessment ratings.
* arrange a face-to-face meeting or a virtual meeting with the employee to discuss performance responsibilities, expectations and the performance ratings on the performance assessment form.
* Both of these actions should be completed **no later than mid-February.**

During the conference the supervisor and employee should review the job description and make any necessary changes that will form the basis for review during the **next** assessment process.   If changes are made, you will need to let the HR Liaison know as this needs to be discussed before a final decision is made and the change has to be approved by Central HR.  A signed copy, by both the supervisor and employee, of the revised job description should be attached to the assessment.  Concluding the conference, the assessment form is signed by the employee and supervisor.  An employee’s signature does not reflect agreement with the assessment. It means only that the employee was given the opportunity to discuss the assessment with the supervisor.  The signed assessment form and all additional paperwork should be forwarded to the Administrative Financial Director for inclusion in the employee’s personnel file.  **A copy of all materials will be given to the employee upon completion of the conference.**

**Performance assessments including the conference should be completed no later than the end of February each year.**