

# Annual Performance Evaluation Guidelines



The Annual Performance Evaluation process is an opportunity for supervisors to provide performance feedback to employees in a formal manner.

## GENERAL RESPONSIBILITIES & RECOMMENDED PRACTICES

Clarification of job responsibilities must be communicated to employees. All evaluations must be based on lawful, job-related and nondiscriminatory criteria, reflect responsibilities within the employee's job description, and ensure applicable standards are applied consistently. Copies of job descriptions for classified and A&P positions are available upon request, please contact UT Tyler, Office of Human Resources.

It is highly recommended that supervisors meet regularly with each direct report to discuss the following: quality and quantity of work, performance strengths, performance improvement needs, evaluation of overall performance at the time of the meeting, workplace performance expectations, the job description, and available professional development resources.

It is further recommended that these bi-annual meetings occur in a private setting, free of interruptions, and be properly documented by the supervisor to inform and support the contents of the annual evaluation.

## OVERALL PERFORMANCE RATING

For classified staff, the overall rating is based on the overall performance ratings given by the supervisor on the applicable job performance factors. If the overall rating is below "unsatisfactory," the reviewer must consult with UT Tyler, Office of Human Resources, prior to issuance of the Employee Evaluation Form to the employee under review.

## Who Is Required To Receive An Annual Performance Evaluation?

All regular, benefits-eligible, non-student (FT, PT, 50% or greater) faculty and staff employees who were hired before July 1 of the current evaluation cycle. If the employee transferred from one department to another during the year, the new supervisor, in consultation with the previous supervisor, completes the evaluation.

## EVALUATION PERIOD & DEADLINES

All completed evaluations must be in completed status in PeopleSoft by the due date. The annual evaluation period is January 1st to December 31st.

For the applicable policy on performance evaluations, please see [UT Tyler HOP 4.19.4, Performance Evaluation Program](#).



If you have questions pertaining to this process, please contact UT Tyler, Office of Human Resources (903) 566-7234 or via email, [humanresources@uttyler.edu](mailto:humanresources@uttyler.edu).