

PAPERS CLASSIFIED EVALUATION PROCESS

Quick Guide for Reviewers

Evaluation Details

- This section provides the incumbent's name, position number, title, pay band, reporting line.

Editing

- A Reviewer can edit ratings and comments which were entered by the Supervisor or return the evaluation to the Supervisor requesting edits.

Core Responsibilities

- How many responsibilities are listed** and does the percentage for tasks listed total 100?
- Are there ratings and comments for each responsibility?

Special Assignments

- How many are listed?*
- Are there ratings and comments for each special assignment?

University/Departmental Competencies

- How many competencies are listed?*
- Must be rated on Customer Relations which includes a statement on compliance with the University's Code of Ethics.
- Are there ratings and comments for each competency?

**** The total of Core Responsibilities plus Special Assignments plus University/Departmental Competencies cannot be less than 3 or greater than 10.**

Professional Development

- Development goals should be job-related and support career growth.
- Are there comments regarding the accomplishment of these goals?

Overall Rating/Comments

- Is there an overall rating entered that is supported by the individual ratings in each prior section of the evaluation?
- Are there appropriate comments summarizing the employee's overall performance?

Attach Documents

- Are appropriate documents attached to support an Overall Rating of either Extraordinary Contributor or Below Contributor?

Comments

- Comments on the Supervisor/Reviewer/HR Tab at the beginning of the evaluation are not viewable by the employee and are meant to be a communication tool between the Supervisor, Reviewer, and Human Resources staff as the evaluation moves through the process.
- Comments entered on Overall Rating/Comments Tab are viewable by the Reviewer, Supervisor, Employee and Human Resources staff.