

## **Annual Review for Non-exempt Employees Instructions**

The annual performance review process is intended to be a collaborative effort between the supervisor and the employee to review the past year achievements and performance, to encourage communication, and to work together to establish goals for the next year. These goals will be discussed together and agreed upon between the supervisor(s) and the employee in the planning session. The process is identified below.

### ***1. Review of Job Description***

The supervisor and employee should review and update the job description using the standard format provided by the Office of Human Resources. Where no job description exists, one will need to be developed. Updated job descriptions are to be returned to the Office of Human Resources.

### ***2. Completion of self-evaluation of performance***

Prior to the scheduled planning session, the supervisor will ask the employee to complete a self-evaluation of the past year using the Performance Review form. The employee should give each area careful consideration. The supervisor will be given an identical form to complete.

### ***3. Review of completed forms prior to meeting***

The supervisor and employee will each have the opportunity to review the completed performance review forms prior to the meeting. The supervisor should inform the employee in advance of the scheduled date of the review meeting to provide adequate time to prepare. During the review meeting, the supervisor and employee will discuss both the employee's self-evaluation and the supervisor's evaluation and mutually agree on the overall review.

### ***4. Performance Review Meeting***

During the meeting, the supervisor may give the employee constructive suggestions that are intended to help the employee achieve the best possible performance. The employee should also feel free to make constructive suggestions to the supervisor about ways that he or she can work better. Additionally, there should be a discussion regarding the employee's accomplishments and achievements over the past year and setting goals for the coming year. At the conclusion of the meeting, both the supervisor and the employee will each sign the performance review form acknowledging the content of the evaluation. The employee will also have the opportunity to attach additional comments to the performance review form if desired.

### ***On-going Communication***

Successful implementation of the annual performance review process depends upon the leadership of all managers to engage employees in open, honest communication. In order for the annual review to be successful, its intent is to be a developmental tool to encourage regular, ongoing communication regarding individual and department goals. Hopefully, the annual review process will be a valuable experience for both the employee and the supervisor.

### ***Follow-up***

A copy of the updated job description and the completed performance review forms (both the employee's self-evaluation and the supervisor's form) are to be submitted to the Office of Human Resources and the respective AEC member. The review should be signed and dated by both the employee and the supervisor.