

Staff Performance Appraisal and Planning Process BU-PP- 804

Policy:

Baylor University uses a performance appraisal process for the purpose of evaluating, enhancing and documenting an employee's performance and development and to inform the merit compensation process. Baylor encourages ongoing performance management complete with continuous feedback and open communication to facilitate an effective process.

Topics:

Purpose of the Staff Performance Appraisal and Planning Process

Timing

The Process

Related policies:

BU-PP 033 – Workplace Orientation Period

BU-PP 805 – Staff Observation Process

BU-PP 807 – Staff Discipline

BU-PP 822 – Staff Grievance

Additional Information:

None

Contact:

Human Resources (254-710-2000) or email at askHR@baylor.edu

Purpose of the annual Staff Performance Appraisal and Planning Process -

The Staff Performance Appraisal and Planning Process provides for an annual staff performance evaluation to give each employee and manager the opportunity to discuss accomplishments, areas of improvement, performance goals for the coming year and the employee's overall performance. :

Timing -

The Staff Performance Appraisal and Planning document will be due:

- After completion of the 180 day initial orientation period (for new employees or after transfer/promotion to a new position);
- On annual basis - due in June each year (for the period of June 1st of the previous year through May 31st of the current year); or
- As deemed appropriate by the department head/manager (e.g. unanticipated performance or conduct issues which would warrant an out-of-cycle performance review).

The Process -

Notification – Employees and managers receive an e-mail notification from Human Resources prior to the end of the first 180-days on the job, and again before the annual process. Employees will also have an assigned task within BaylorCompass. Managers should communicate deadlines for completion of appraisal steps to their staff.

Note to Managers: If the employee does not have access to e-mail, please alert the employee that it is time for the process to begin.

1. Employee completes self-appraisal- The Staff Performance Appraisal and Planning instructions are available on the Human Resources webpage (<http://www.baylor.edu/hr>). The appraisal form will be accessible in BaylorCompass and employees complete their sections of the form. Upon clicking Complete, the form is sent to the employee's manager through BaylorCompass for comments. Once submitted to the manager, no additional edits can be made to the document by the employee. An addendum process is available following the close of the performance process if needed.

2. Manager completes appraisal - The manager will complete all the manager sections of the document. Upon clicking Complete, the form is sent to the second-level manager for review. Once submitted, no additional edits can be made to the document by the manager if it is approved by the second-level manager. Edits may be made if the form is returned by the second-level manager. An addendum process is available if needed.
3. Second-level manager reviews the appraisal and approves.
4. If a performance indicator rating of Partially Meets or Does Not Meet Expectations is selected by the manager and approved, then the form will be routed to the HR Client Relationship Manager for review.
5. Performance discussion - Recommended time to allow for the discussion is at least one hour. The manager should provide a copy of the completed document to the employee for use during the discussion. If the employee or manager has additional comments to document as a result of the meeting, the manager or employee must contact their HR Client Relationship Manager to initiate an official addendum process.
6. Final sign off – The employee and manager will sign off on the appraisal within BaylorCompass, acknowledging the receipt of the appraisal and the date of the performance discussion.
7. The Performance Indicator submitted by the manager will be used as part of the merit increase decision process.