



## HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL

Area: Employee Relations	Number: 2571
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Sources:	Page(s): 1 of 2

### 1.0 Purpose

To ensure employees function at the expected levels of performance required by the department and University.

### 2.0 Procedure for Performance Management

#### A. Performance Expectations

To perform well, employees need to know what is expected of them. The starting point is an *up-to-date job description* that describes the essential functions, tasks, and responsibilities of the job. It also outlines the general areas of knowledge, skills and abilities required of the employee to be successful in the job.

Performance expectations serve as a foundation for communicating about performance throughout the year. They also serve as the basis for assessing employee performance. When a supervisor and an employee set clear expectations about the results that must be achieved and the methods or approaches needed to achieve them, a path for success is established.

*Expectations should always be set in accordance with Georgia Southern policies and procedures and should always be put in writing. A written summary of the discussions during the planning process serves as a record of the supervisor and employee's mutually understood expectations. A signed copy of the employee's expectations should be provided to the employee and placed in the department's employee file.*

#### B. Work Rules & Policies

All university and specific departmental policies and rules should be clearly communicated to all employees, as well as consequences for violating these policies and/or department work rules. Only after reviewing the policies with each employee, employees will then be held accountable. Department-specific work rules should also be discussed with the employee for their understanding and compliance.

#### C. Performance Evaluations

All classified employees shall be evaluated by their supervisor in a systematic manner once each year. An employee in his or her provisional period should be evaluated at least once prior to the completion of the provisional period. During the performance evaluation period the supervisor and employee should set clear goals for the upcoming year. In addition, the supervisor should monitor, evaluate, and support the employee's performance.

#### **D. Performance Expectation Plan (PEP)**

An employee may be given a Performance Expectation Plan when they begin new tasks or responsibilities to ensure they understand what is expected of them. The PEP can serve as a developmental tool for a person transitioning into a new position and is highly encouraged. A signed and agreed copy by the employee should be placed in the employee's personnel file in their department.

Specific recommendations to reach acceptable levels of performance will be in writing. This progress will be reviewed with the employee throughout the performance development experience.