
TITLE PERFORMANCE APPRAISAL

Approval: _____
Executive Director

date: 3/96
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dept: HR
page: 1 of 3

I. PURPOSE:

The purpose is to provide a process by which performance of each employee is evaluated and documented.

II. SCOPE:

This policy applies to all CSU Fullerton Auxiliary Services Corporation (ASC) employees.

III. POLICY:

It is the policy of the CSU Fullerton Auxiliary Services Corporation (ASC) to provide its employees with written appraisal of their job performance in the form of annual performance appraisals.

The objectives of a performance appraisal are:

1. To evaluate, discuss and document an employee's performance.
2. To identify a mechanism by which an employee may obtain the support and training to develop his/her skills and improve his/her efficiency in performing all aspects of the position.
3. To evaluate short and long term potential as contributing employee.
4. To identify required training and education necessary to advance into other desired positions within the Auxiliary.
5. To document changes of an employee's performance.
6. To set a standard of performance and/or goals and objectives for a particular appraisal period.

IV. PROCEDURE:

- a. All employees shall be evaluated annually by his/her supervisor. Employees shall be evaluated during the month of May and June of each year. Approved adjustments or merit increase for all employees will be effective in July.
- b. Performance appraisals should also be conducted at any time a noticeable change in performance is observed from an employee. Good performance should be documented and new goals and objectives established that would reflect the capabilities and strengths of the employee.
- c. Performance that requires improvement should be documented to identify specific areas requiring improvement. Specific goals and objectives shall be established that will outline any behavioral changes that are required including an appropriate time period in which progress or completion of the desired goals shall be attained.

III. PROCESS FOR EMPLOYEE PERFORMANCE APPRAISAL:

1. Human Resources will announce the performance appraisal period via e-mail during the month of May.
2. Performance appraisal forms are available in hard copy, e-mail or posted on ASC's website under HR forms.

IV. APPRAISING THE EMPLOYEE:

1. All appraisals should be completed in ink, typed or electronically.
2. The performance appraisal is to be completed by the supervisor/manager, discussed with the next level of supervision, discussed with the employee and, if appropriate, a recommended merit increase is to be established.
3. The appraisal should be based on the position description and the accomplishment of specific goals and objectives established for the appraisal period.
4. The appraisal should consider the total performance of the employee throughout the entire appraisal period and should avoid the tendency to only include information that occurred during the final three months. Appraisal should not concentrate on a particular example of good or bad behavior.
5. The performance of the employee should be evaluated, not the employee themselves.
6. Supervisors/Managers should consider input provided by the employee in completing the appraisal that will be submitted for the personnel file.
7. Supervisor's/Manager's efforts to comply with the CSU Fullerton Auxiliary Services Corporation (ASC) Equal Employment Opportunity and Affirmative Action obligations, performance of administrative duties and the administration of the safety program will be considered in evaluating performance.
8. Goals and Objectives for the following year should be established during the appraisal period.
9. Employees should not be informed of merit increase recommendation until it has been approved by the Executive Director.

V. EMPLOYEE SIGNATURE:

1. Employees should be encouraged to provide comments on the appraisal and acknowledge the discussion of the appraisal by signing the form.
2. In the event an employee declines to sign the form, the supervisor/manager shall so document the form and sign and date it nonetheless.

VI. APPROVALS:

1. Approvals of performance appraisal and personnel transaction report (PTR) form for merit increase are required by the originating supervisor, plus the next level of management and the department director or department chair.
2. The Human Resources Director shall review all performance appraisals and PTR forms. The approval of the Executive Director is required for all merit increases final process.
3. A copy of the completed performance appraisals form with all appropriate approval signatures and a copy of the goals and objectives should be given to the employee's supervisor for presentation to the employee. The original forms should be forwarded to the human resources department for the employee's personnel file.