










Winona State University

# Classified Staff Performance Evaluation FAQs

 <b>Review Period</b>	<p><b>What is the review period?</b></p> <p>The review period is the calendar year running January 1<sup>st</sup> through December 31<sup>st</sup></p>
 <b>Probationary Employees</b>	<p><b>Do I need to complete a performance evaluation for probationary employees?</b></p> <p>If a mid-point or probationary appraisal has been completed within the last 6 months, a performance evaluation is not necessary. Not sure? Please contact HR.</p>
 <b>Temp Employees</b>	<p><b>Do I need to complete a performance evaluation for temporary employees?</b></p> <p>If you anticipate that the temporary assignment will be longer than 6 months you should complete an evaluation.</p>
 <b>Self-Assessment</b>	<p><b>Can employees complete their own performance evaluation?</b></p> <p>Yes, self-evaluation is allowed to help guide the discussion. A supervisor can give an employee a blank copy of the review and ask that he/she rate their own performance and be prepared to discuss. However, the official review must be completed by the supervisor.</p>
 <b>Medical Leave</b>	<p><b>What if my employee is out on Medical Leave?</b></p> <p>Please complete an evaluation regardless and forward to HR. The employee may review and sign the evaluation upon their return.</p>
 <b>Comments Needed</b>	<p><b>Do I need to write comments in every section?</b></p> <p>Yes, the purpose of an evaluation is to provide feedback whether it be positive or constructive advice. It is important that you communicate to the employee examples of work and behaviors that are highly successful as well as examples of those that need improvement. Provide suggestions and goals to develop performance.</p>
 <b>Comments to Avoid</b>	<p><b>What types of comments should be avoided?</b></p> <p>Do not reference an employee’s medical condition(s), personal life, or other details that do not pertain to on-the-job duties. For example: avoid comments regarding time off to care for young/sick children or a surgery the employee had.</p>
 <b>Goals</b>	<p><b>How do I work with employees on setting goals?</b></p> <p>Think SMART:</p> <ul style="list-style-type: none"> <li>• What is <b>S</b>pecific about the goal?</li> <li>• Is the goal <b>M</b>easurable?</li> <li>• Is the goal <b>A</b>chievable?</li> <li>• Is the goal <b>R</b>elevant to performance expectations or professional development?</li> <li>• Is the goal <b>T</b>ime-bound?</li> </ul>
 <b>Signing Evaluation</b>	<p><b>Are employees required to sign their evaluation?</b></p> <p>Yes, the statute requires 3 signatures. Signing the evaluation does not necessarily mean that the employee agrees but signifies that the employee and supervisor met and reviewed the evaluation.</p>