

Procedures for performance appraisal

The appraiser (line manager and supervisor, if applicable) will establish a date that is acceptable to the employee and that will permit adequate and uninterrupted time for discussion. Each report will be reviewed by the appraisee's (employee) line manager and immediate supervisor prior to any discussion.

Open and free discussion during the appraisal interview to maximize beneficial results of the appraisal should be encouraged.

In addition to rating several individual areas of performance, the line manager and supervisor must assign an overall performance rating of the performance factors on a scale of **Exceeds standards, Meets Standards and Needs Improvement**, which reflects the University's core values.

Differences of opinion on the employee's evaluation should be discussed and resolved if possible.

Following all reviews and signatures, the completed appraisal form will become a permanent part of the employee's personnel file.

The original copy of all completed appraisal forms will be submitted to the Office of Human Resources for professional development/training and review purposes within five working days from the date of the completed appraisal

The office of Human Resources shall ensure the following

- Administers performance review program to ensure effectiveness, compliance, and equity within organization.
- Follows up on completion of probation period, review contracts as well as verify and process appointment and change of status.
- Weekly monitoring and monthly evaluation of employees
- Provide Feedback to employees and administration and monitor progress
- Recognize and appreciate excellence at each category

- Identifying the needs of training and development