MISSOURI SOUTHERN STATE UNIVERSITY POLICY

Name of Policy:	Performance Evaluation Policy
Date of Last Revision:	May 2025
Policy Owner	Human Resources
Handbook	Employee

PERFORMANCE EVALUATIONS

Every full-time classified and professional staff employee shall be evaluated on an annual basis by their immediate supervisor on how well the employee performs their job duties and responsibilities. The evaluation of employee performance is intended to serve several purposes, including the following:

- To evaluate each employee's effectiveness in performing assigned duties and responsibilities.
- To identify factors that can improve job performance.
- To assist the employee in developing additional knowledge, skills and abilities for job advancement.
- To recognize exceptional performance.
- To document shortcomings or substandard performance
- To identify training and development needs.

Human Resources distributes annual performance evaluation forms to be completed by supervisors in the spring of each year. In addition to these regular performance evaluations, a supervisor may conduct an interim performance evaluation whenever necessary, either to document an employee's poor performance or to recognize an employee's noteworthy performance and/or significant contributions to university operations.

After a supervisor completes an evaluation, they discuss it with the employee. The employee is asked to sign the evaluation acknowledging that it has been discussed. Signing the evaluation form does not mean the employee agrees with the evaluation; it means that the employee is aware of and has been informed of the evaluation. An employee who believes they have received an unfair or inaccurate performance evaluation may submit a written response to the evaluation and request Human Resources to place it in their personnel file with the performance evaluation. The Director Human Resources is also available to advise or counsel employees about expected performance standards and to assist employees in making adjustments regarding performance.