

# Augusta University

## Policy Library

### Staff Performance Evaluation Policy

**Policy Manager: Human Resources**

#### **POLICY STATEMENT**

Augusta University supports a performance management process that is consistent and continuous and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and improve performance that is below standards or below an employee's capabilities. Critical to meeting this expectation are regular evaluations of an employee's progress, accurate documentation of that progress, and regular communications with the employee.

To establish a system for assessing and improving the work performance of employees and to provide guidelines for the administration of this system. In accordance with the University System of Georgia, Augusta University has an established process for the performance evaluation of all staff. All staff shall be evaluated by the supervisor systematically annually and may also be subject to an evaluation during the mid-year.

*Note: The following policy does NOT apply to Augusta University leased employees who are governed by applicable Wellstar MCG Health Medical Center policies and procedures.*

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

- **Provisional Employee: Employee within the first six months of employment**

## PROCESS & PROCEDURES

Performance evaluations are required as follows:

**Provisional Period:** The job performance of all new employees must be evaluated at least once during the employee's six-month (180 days) Provisional Period. It is recommended that the new employee be evaluated after three (3) months and then again before the conclusion of the six (6) month provisional period (180 days). The provisional period evaluation must be submitted to Human Resources Personnel Records, not less than 10 days before the end of the new employee's six (6) month provisional period (170 days).

**Annual Evaluation:** The job performance of all continuing employees must be appraised once a year, for the evaluation period of January to December and will be the basis on which any merit increase is recommended. Human Resources will provide campus with the timeline for the evaluation process of each year.

**Mid-Year Review (Optional):** Mid-year reviews may be scheduled in addition to the annual evaluation. This review will provide an opportunity to address progress on performance expectations and job responsibilities. The midyear review should be completed in July and submitted to Human Resources no later than August 15 of each year, or as determined by the immediate supervisor.

### Disposition of Performance Evaluation Document

- Original to Human Resources
- One copy to employee
- One copy to department file

### Guidelines

- The supervisor should provide feedback and coaching throughout the year concerning the employee's performance.
- The supervisor will complete a performance evaluation for each employee and rate the employee's performance based on the previously communicated performance standards and goals. The supervisor will meet with the employee to discuss the performance evaluation. The performance evaluation meeting will occur annually.
- An employee action plan may be included in the evaluation. The employee's action plan will list areas in the employee's job performance where improvement is needed and specify action plans for improvement. The action plan will include personal development goals for the employee and action plans designed to expand the employee's job-related skills, knowledge, and abilities. An employee action plan is required if the performance evaluation rating of "Needs Immediate Improvement" is indicated within the evaluation.
- Employees who are rated "Needs Immediate Improvement" require follow-up in writing to document the progress of expected improvements utilizing the Action Plan Follow-up form.
- The supervisor will conduct a private conference on performance results with each employee. The conference provides the supervisor with the opportunity to recognize the employee's

accomplishments and to establish plans for improving performance with the employee. Crucial to carrying out the purposes of the performance evaluation is a candid discussion of areas requiring improvement, as well as the opportunity for employees to respond.

- At the end of the conference, the employee should sign the Performance Evaluation document. The employee's signature signifies only that the employee has seen the evaluation, not necessarily that the employee agrees with the evaluation. The employee's signature is required to ensure that the employee has reviewed the evaluation and is aware of its contents.

### **Personal Assistance**

Human Resources staff members are available to guide management in preparing performance appraisals, conducting employee conferences, and assisting in the development of performance expectations.

### **REFERENCES & SUPPORTING DOCUMENTS**

[Performance Evaluation website with timeline and evaluation forms](#)

### **RELATED POLICIES**

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### **APPROVED BY:**

Interim Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 4/9/2025

President, Augusta University

Date: 4/15/2025