



DIVISION OF HUMAN RESOURCES – EMPLOYEE AND LABOR RELATIONS  
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**INTERDEPARTMENTAL CORRESPONDENCE**

**DATE:** April 21, 2017  
**TO:** Academic and Administrative Leaders, Unit Managers, and Supervisors  
**FROM:** F. Jack Witt, Vice President for Human Resources  
**SUBJECT:** 2017 Performance Evaluation Process for Unclassified Staff

The period of **April 21, 2017 through June 23, 2017** has been designated as the time to conduct the 2017 performance evaluations for unclassified employees. The performance evaluation process is a collaborative effort between employees and managers. Continual dialogue between an employee and their supervisor is a critical element in successful performance management and the annual performance evaluation is one such opportunity for this dialogue to be impactful.

The goals of the performance evaluation process are to:

- Align employee performance with unit, department, division and university goals;
- Foster two-way communication regarding job performance and while periodically assessing goals and opportunities for the unit and the individual;
- Establish a mutually-understood set of performance standards and expected outcomes;
- Recognize meaningful contributions of employees;
- Discuss opportunities for growth and development; and
- Provide necessary feedback when performance does not meet expectations, while creating a positive, collaborative approach to foster future success.

Supervisors and managers have the option to use the online process or to access evaluation forms through the [HR Forms Library](#). Managers can select from Model A, B, C or D. To see a description of the evaluation forms, go to the [HR Forms Library](#) and select *Unclassified Performance Evaluation Guidelines*. Please keep in mind that all evaluations must have an overall rating and you should tell your employees which evaluation model will be used.

If you choose the online process, you will find all the information you need on the [Unclassified Manager Performance Evaluation webpage](#). To assist you with the annual evaluation process, I encourage you to check out the variety of resources available on the [Evaluation Resources Page](#). There you will find more updates to the online evaluation tool, training webinars for new and experienced supervisors, and other valuable information. You can also log in to the online tool from that site.

If you have any problems accessing the information on the website or the evaluation process, please contact Karen Watson at 330-672-4636 or Janine Bogden at 330-672-8526.

Thank you.