

Performance Evaluation Purpose

Employees in the Management Personnel Plan are entitled to one six-month evaluation during their first year of employment and one annual evaluation each year thereafter. The MPP performance evaluation process provides a comprehensive review of the manager's performance during the identified time period (July 1 through June 30 for the annual evaluation). It is designed to provide a vehicle for on-going feedback and dialogue, as well as acknowledge strengths and core competencies. The ability to link individual goals and objectives to SJSU's strategic plan is a critical component of the evaluation process. One way to achieve this alignment is through evaluation, feedback, and performance planning.

Evaluation Timeline

Annual evaluations should be completed and returned to People & Culture no later than 45 days after the end of the evaluation cycle (July 1 through June 30). Six-month evaluations should be completed and returned to People & Culture no later than 14 days after the employee's sixth month of service.

Evaluation Guidelines

1. Employee completes the self-evaluation using the MPP Performance Evaluation form while the manager completes a draft of the evaluation, also using the MPP Performance Evaluation form. *Note: Manager and employee should complete their evaluations simultaneously, prior to the in-person discussion, in order to facilitate the most effective dialogue.*
2. Employee and manager meet in person to discuss the self-evaluation and draft evaluation, respectively.
3. Manager considers all input from the meeting for the final evaluation.
4. Manager finalizes the evaluation and obtains all required signatures.
5. Manager provides a copy of the fully-signed evaluation to the employee.
6. Manager submits a scanned version of the evaluation to People & Culture (performanceevaluation@sjsu.edu) and keeps the original in his or her files.
Note: Manager should not send any hard copies to People & Culture.

Guidance for Completing the Evaluation

Tips for Completing the Form:

- Complete the form electronically; do not handwrite it.
- Make sure the employee and evaluator(s) full names and 9-digit SJSU IDs are included.
- If the employee has dual reporting lines, or if the employee's manager changed during the evaluation period, the Secondary Evaluator section may be used.
- The employee's self-evaluation form is an internal document only and should not be submitted to People & Culture.

Suggestions for Providing Meaningful Feedback:

Part I: Operational Effectiveness

Employees:

- Review your position description and evaluate how you performed your assignments and job responsibilities; include items you feel you need to improve upon.
- Think of specific examples and ask for suggestions and guidance.
- Be prepared to talk about ways to improve your performance.
- Let your manager know how he or she can help you be the most effective in your role.

Evaluators:

- Review the position description and evaluate the employee's performance as related to assignments and job responsibilities; include items you feel require improvement.
- Talk with the employee about specific examples and offer guidance and suggestions.
- Talk specifically about what you'd like to see the employee improve upon during the next evaluation period and what steps can be taken to make those improvements.
- Ask the employee how you can help them be more effective and successful in their position.

Part II: Core Competencies

Employees:

- Review each competency and think about your performance in each area.
- Think about how your position responsibilities align with each competency and be prepared to talk about how the two fit together.
- Be prepared to discuss specific examples of how you've excelled and where you may need improvement.

Evaluators:

- Review each competency and think about the employee's performance in each area.
- Talk about how position responsibilities align with specific competencies and the importance of both elements as part of the whole.
- Talk with the employee about each competency and provide specific examples of where they've excelled and where you feel development should occur.

Part III: Goals

Goals should be SMART (see below) and should align with position responsibilities, core competencies and the university's strategic plan.

- Specific
- Measurable
- Actionable
- Reasonable
- Time-bound

Employees:

- Review the goals stated on your last evaluation and determine whether or not they were achieved.
- Be prepared to discuss why a goal may not have been achieved and think about whether it needs to remain a goal for the next evaluation period.
- Think about additional goals you want to set for the next evaluation period and be prepared to discuss your rationale for setting specific goals.

Evaluators:

- Review the employee's goals from the last evaluation and determine whether or not they were achieved.
- Think about the goals you wish to set for the next evaluation period and how the employee might achieve them.

Part IV: Overall Evaluation

Employees:

- Think about your overall performance and determine which of the four evaluation criteria most accurately reflects your performance during the evaluation period.
- This should be a comprehensive evaluation of your performance in both the position responsibilities and core competencies.
- Be prepared to discuss items that need improvement and think about how you can take steps toward that improvement.

Evaluators:

- Look at the employee's overall performance and determine which of the four evaluation criteria most accurately reflects his or her performance during the evaluation period.
- This should be a comprehensive evaluation of the employee's performance in both the position responsibilities and core competencies.