

## **Performance Evaluation for Staff**

This is the time of year when we review the performance of staff. All staff should be evaluated using the "Performance of Staff" form. The annual appraisal should cover the period from the last appraisal or date of employment to the date of the appraisal. The written appraisals should be used to objectively compare on-the-job performance with the performance criteria for the position and should allow for discussion of the appraised performance with the employee. The original completed form should be forwarded to the Department of Human Resources Management and a copy should be given to the employee by April 30, 2013.

Each Vice President/Athletic Director is responsible for communicating this information and division expectations to personnel responsible for evaluating staff performance. The communication may include additional information regarding other performance appraisal processes and forms.

The link to the procedure and forms on the HRM web site is:

<http://www.hrm.msstate.edu/performance/appraisals/>

HRM Generalists are prepared to answer questions and/or provide training upon request.