



Performance Evaluation Process

The Kentucky State University Employee Performance Evaluation form is designed to streamline the evaluation process while enhancing communication and providing valuable feedback to employees. Performance evaluations serve as an essential two-way communication tool between the supervisor and employee. Regular performance feedback should occur throughout the year to ensure that feedback from the annual evaluation is not a surprise. If there are significant performance deficiencies, a performance improvement plan should be developed in consultation with the Office of Human Resources (HR).

Performance Evaluation Employee categories consist of the following:

- **Administrative Performance Evaluation:** Executive, Directors and Managers.
- **Non-Administrative Performance Evaluation:** Secretarial, Technical, Skilled Craft and Service Maintenance.
- **Faculty Performance Evaluation:** Tenured, Tenure Track, Non-Tenured, and Term will be sent via Interfolio.

Steps for Completing the Performance Evaluation for Administrative and Non-Administrative Personnel:

1. **Employee completes the employee self-evaluation (Section II).** The performance evaluation form will be released, and employees will have a designated period to complete and submit the self-evaluation section to their supervisor.
2. **Supervisor completes Section III of evaluation and provides evaluation to the employee.** Supervisors should receive the employee self-evaluation, review the job description and goals during the evaluation meeting, and complete the required evaluation section. If the current job description cannot be located, the Office of Human Resources should be contacted.

The evaluating supervisor must ensure that:

- A. Employee signs the form, acknowledging the final evaluation and may add comments.
- B. Supervisor signs the evaluation.
- C. A copy of the evaluation is provided to the employee.

3. Performance evaluations are due to the Office of Human Resources by **the established annual deadline.**
4. **Early submissions of completed/signed evaluations are encouraged.** All signed evaluations must be submitted to the Human Resources office by the due date.

Performance Evaluation for Faculty:

Communication regarding the faculty performance evaluation process will follow from Academic Affairs.

Job Description Modifications

If changes are needed to the job description, submit a modification to the Office of Human Resources at human.resources@kysu.edu.

Additional Notes

- Supervisors: Keep copies for reference throughout the year to facilitate performance discussions with employees.
- When evaluating an employee's performance, consider the following methods: direct observation of work, third-party feedback, peer feedback, and results from projects or assignments the employee has managed or facilitated.

Feedback from Employees

Supervisors are encouraged to seek feedback from direct reports. Consider asking the following questions during the evaluation process:

1. What can we do better as a unit to be more efficient and effective?
2. What can I do as a supervisor to support our unit or you as an employee?