



## 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 Human Resources (HR) by April 4, 2025.

### Performance Evaluation Employee categories consist of the following:

- **Administrative Performance Evaluation:** Executive, Managers and Supervisors.
- **Non-Administrative Performance Evaluation:** Secretarial, Technical, Skilled Craft and Service Maintenance.
- **Faculty Performance Evaluation:** Tenured, Pre-Tenured, Full-Time Tenure Track 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 on Tuesday, 2/11/2025. The employee has until Monday, 2/24/2025 to complete the self-evaluation section and submit it to their supervisor.
2. **Supervisor completes Section III of evaluation and provides evaluation to the employee.** By 2/25/2025, the supervisor should have received the employee self-evaluation. During the evaluation meeting, the supervisor will review the job description and goals. If the supervisor is unable to locate the current job description, they must contact the Office of Human Resources at [human.resources@kysu.edu](mailto:human.resources@kysu.edu). The supervisor has until 3/28/25 to complete section III.

#### 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 **April 4, 2025**.
  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](mailto: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?