March 5, 2015

TO: Dwight Look College of Engineering Department Heads
Texas A&M Engineering Experiment Station Division Heads

FROM: Damon Slaydon
Director, Engineering Human Resources

SUBJECT: Employee Performance Evaluations

As indicated in System Regulation 33.99.03, the purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, set specific objectives for employees, and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential and establishing priorities for training, education, compensation and reward.

The deadline for completing evaluations is May 31, 2015.

As part of the performance evaluation process, each supervisor:

- will provide a written assessment of all non-faculty employees each year (excluding graduate students, student workers, and temporary workers employed less than 4.5 months).
- will meet with each employee to ensure that the employee understands his or her duties, the performance standards and discuss objectives for optimizing performance;
- will review the position description that includes a list of essential functions of the position and make needed updates to the document;
- will review and certify mandated training compliance, and;
- will obtain essential signatures on the evaluation form.

Supervisors will communicate completion of the evaluation to the department/division head or designee; and employees will receive a copy of the completed evaluation. The original evaluation form will be maintained in the employee’s personnel file. Upon completion of all performance evaluations the department/division will submit confirmation for the entire department/division including: full name, UIN, evaluation date and overall performance rating (see attached sample) to c-deuel@tamu.edu no later than June 10, 2015.

For those who have access, the Staffing Guide for Supervisors, is available through the Personnel section of the Engineering Portal. If you need assistance or have questions, feel free to contact our office.