March 1, 2017

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

FROM: Damon Slayden  
Director, Engineering Human Resources

SUBJECT: Employee Performance Evaluations

As indicated in System Regulation 33.99.03, the purpose of employee performance evaluations is to communicate the employee’s overall performance during a review period, recognize performance as merited, 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 performance evaluation form has been updated to incorporate new competencies and rating terminology in preparation for the upcoming Human Capital Management System (Workday) system that will launch December 2017. Each competency will provide a brief description and examples of behaviors to assist with rating employees.

The deadline for completing evaluations is May 31, 2017.

As part of the performance evaluation process, supervisors should:

- Provide a written assessment for each employee (excluding graduate students, student workers, and temporary workers employed less than 4.5 months)
- Provide constructive comments with details related to goals and development plans
- Meet with each employee to ensure that the employee understands his or her duties, the performance standards and discuss objectives for optimizing performance
- Review the position description that includes a list of essential functions of the position, make needed updates to the document and obtain essential signatures on evaluation form
- Review and certify mandated training compliance
- When applicable, review the Wellness Release Time and Flexible Work Arrangement guidelines and determine an appropriate arrangement with your employees
- Discuss performance development plans and engagement initiatives to encourage employee involvement with functional groups.

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 to c-deuel@tamu.edu no later than June 16, 2017.

If you need assistance or have questions, feel free to contact our office.