

Performance Evaluation Purpose

Employees in the Management Personnel Plan are entitled to one six-month evaluation during their first year of employment and one annual evaluation each year thereafter. The MPP performance evaluation process provides a comprehensive review of the manager's performance during the identified time period (July 1 through June 30 for the annual evaluation). It is designed to provide a vehicle for on-going feedback and dialogue, as well as acknowledge strengths and core competencies. The ability to link individual goals and objectives to SJSU's strategic plan is a critical component of the evaluation process. One way to achieve this alignment is through evaluation, feedback, and performance planning.

Evaluation Timeline

Annual evaluations should be completed and returned to University Personnel no later than 45 days after the end of the evaluation cycle (July 1 through June 30). Six-month evaluations should be completed and returned to University Personnel no later than 14 days after the employee's sixth month of service.

Evaluation Guidelines

1. Employee completes the self-evaluation using the MPP Performance Evaluation form while the manager completes a draft of the evaluation, also using the MPP Performance Evaluation form.
Note: Manager and employee should complete their evaluations simultaneously, prior to the in-person discussion, in order to facilitate the most effective dialogue.
2. Employee and manager meet in person to discuss the self-evaluation and draft evaluation, respectively.
3. Manager considers all input from the meeting for the final evaluation.
4. Manager finalizes the evaluation and obtains all required signatures.
5. Manager provides a copy of the fully-signed evaluation to the employee.
6. Manager submits a scanned version of the evaluation to University Personnel (performanceevaluation@sjsu.edu) and keeps the original in his or her files.
Note: Manager should not send any hard copies to University Personnel.

Guidance for Completing the Evaluation

Tips for Completing the Form:

- Complete the form electronically; do not handwrite it.
- Make sure the employee and evaluator(s) full names and 9-digit SJSU IDs are included.
- If the employee has dual reporting lines, or if the employee's manager changed during the evaluation period, the Secondary Evaluator section may be used.
- The employee's self-evaluation form is an internal document only and should not be submitted to University Personnel.

Suggestions for Providing Meaningful Feedback:

Part I: Operational Effectiveness

Employees:

- Review your position description and evaluate how you performed your assignments and job responsibilities; include items you feel you need to improve upon.
- Think of specific examples and ask for suggestions and guidance.
- Be prepared to talk about ways to improve your performance.
- Let your manager know how he or she can help you be the most effective in your role.

Evaluators:

- Review the position description and evaluate the employee's performance as related to assignments and job responsibilities; include items you feel require improvement.
- Talk with the employee about specific examples and offer guidance and suggestions.
- Talk specifically about what you'd like to see the employee improve upon during the next evaluation period and what steps can be taken to make those improvements.
- Ask the employee how you can help them be more effective and successful in their position.

Part II: Core Competencies

Employees:

- Review each competency and think about your performance in each area.
- Think about how your position responsibilities align with each competency and be prepared to talk about how the two fit together.
- Be prepared to discuss specific examples of how you've excelled and where you may need improvement.

Evaluators:

- Review each competency and think about the employee's performance in each area.
- Talk about how position responsibilities align with specific competencies and the importance of both elements as part of the whole.
- Talk with the employee about each competency and provide specific examples of where they've excelled and where you feel development should occur.

Part III: Goals

Goals should be SMART (see below) and should align with position responsibilities, core competencies and the university's strategic plan.

- Specific
- Measurable
- Actionable
- Reasonable
- Time-bound

Employees:

- Review the goals stated on your last evaluation and determine whether or not they were achieved.
- Be prepared to discuss why a goal may not have been achieved and think about whether it needs to remain a goal for the next evaluation period.
- Think about additional goals you want to set for the next evaluation period and be prepared to discuss your rationale for setting specific goals.

Evaluators:

- Review the employee's goals from the last evaluation and determine whether or not they were achieved.
- Think about the goals you wish to set for the next evaluation period and how the employee might achieve them.

Part IV: Overall Evaluation

Employees:

- Think about your overall performance and determine which of the four evaluation criteria most accurately reflects your performance during the evaluation period.
- This should be a comprehensive evaluation of your performance in both the position responsibilities and core competencies.
- Be prepared to discuss items that need improvement and think about how you can take steps toward that improvement.

Evaluators:

- Look at the employee's overall performance and determine which of the four evaluation criteria most accurately reflects his or her performance during the evaluation period.
- This should be a comprehensive evaluation of the employee's performance in both the position responsibilities and core competencies.