

**TO:** Supervisors  
**FROM:** Kirk Wehner, Director of Compensation and Performance Management  
**DATE:** September 14, 2015  
**SUBJECT:** Annual Performance Evaluation Process for Staff (classified and university)

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Welcome to the 2015 annual performance evaluation season.

The university-wide deadline for the completion of all performance reviews is October 15; however, individual departments/senior management areas have established their own deadlines in advance of October 15. Please check with your HR representative if you have not already received that information.

As a supervisor, your responsibilities in the performance management process is to:

- Soliciting the employee self-evaluation.
  - Employees should be given at least two weeks to complete their self-evaluation.
- Completing the performance evaluation.
- Submitting the evaluation via the online performance management tool in [HokieSpa](#) to the reviewer for review and validation.
  - The time it takes the reviewer to return the approved evaluation will vary. Depending on your senior management area, evaluations may be examined together with those of your department, organization, or senior management area, which will extend the time for the review.
- After receiving the final approved rating from the reviewer, you should conduct the performance evaluation meeting with the employee and then send the employee his/her evaluation in the performance management tool for sign off.

As a reminder:

- Staff hired after July 24, 2015 do not require an evaluation.
- Probationary staff hired/rehired between October 25, 2014 and July 24, 2015 **inclusive** must have either a performance evaluation or a probationary review by October 16, 2015.
- We strongly recommend a performance evaluation (in lieu of a probationary review) for employees who have an approved 2015 performance plan.

There are some special situations that should be taken into consideration.

- Employees on Extended Leave
  - In order to include employees on leave in the review process, supervisors need to complete draft evaluations for all employees, including those on extended

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leave. Draft evaluations for employees on extended leave should be reviewed and finalized by the reviewer (and the calibration team if used).

- Employees who receive an overall rating of “Unacceptable Performance”
  - Please consult with Employee Relations team in the Department of Human Resources *prior to* deciding on an overall rating of “Unacceptable Performance” to be sure all necessary documentation is present and properly prepared.
  - Evaluations for any staff (classified or university) employees receiving an overall rating of “Unacceptable Performance” must have a P-142 (Notice of Improvement Needed, Unsatisfactory Performance) issued during the current performance cycle and submitted to the Department of Human Resources, *OR* must have a written notice issued during this performance cycle and submitted to the Department of Human Resources.

An [on-demand presentation](#) that reviews the entire performance review process and the steps involved is available online.

For more information, please contact your manager/supervisor, HR representative, or the HR Service Center at 540-231-9331.