

Performance Appraisal Program for Administrative Employees

Background

The performance appraisal program has been constructed to minimize administrative burden, recognize the authority of the administrative manager, and allow for flexibility within overall program guidelines. The program consists of two parts:

- A performance program, which defines the supervisor's expectations for performance.
- A performance appraisal, which is used for evaluating the employee's success in meeting the expectations defined in the performance program.

Managing the Performance Appraisal Program

The office responsible for Research Foundation (RF) personnel matters at each operating location must manage the performance appraisal program to ensure that supervisors and employees have the necessary training and information to complete the program appropriately. The following are the specific responsibilities of this office:

- Establishing anniversary dates for all [administrative employees](#).
- Informing supervisors of the administrative employees scheduled for a performance appraisal.
- Monitoring the performance appraisal program to ensure it is correctly completed.
- Retaining the completed, original Individual Performance Program and Appraisal Form in the employee's personnel file.
- Providing training and assistance to supervisors and employees as necessary.
- Informing project directors of the availability of the performance appraisal program and assisting them with training and program management as required.
- Conducting procedural appeals when they are requested.

Providing Materials for the Program

The Central Office of Employee Services must provide the office at each operating location that handles personnel matters with the following materials as part of the Research Foundation performance appraisal program:

- [Individual Performance Program and Appraisal Form](#)
- [Instructions for Supervisors](#)
- [Performance Program Summary for Employees](#)

These three documents are found on the [Performance Appraisal Forms](#) page in the Forms resource area.

Procedure for Completing the Performance Appraisal Program

In this section, the requirements are described for completing the Research Foundation performance appraisal program, which includes completing the performance program and performance appraisal sections of the Individual Performance Program and Appraisal Form, and the performance program section for an employee's next annual performance period.

Step	Action	Comments
1	Complete and have approved the Performance Program section of the Individual Performance Program and Appraisal Form	<p>When an employee is hired by the Research Foundation or promoted to a new position, the supervisor must complete the performance program section (page 1) of the Individual Performance Program and Appraisal Form. In this section, the supervisor must describe the objectives and tasks to be accomplished, job-related factors to be considered, and development plans for the employee for the following year.</p> <p>The supervisor must submit the performance program section of the form to his or her manager for approval. Once the manager approves this section of the form, the supervisor provides the employee with a copy of the program and discusses the program with him or her. For additional instructions on completing this section, refer to Instructions for Supervisors.</p> <p>The supervisor signs the original, completed form, certifying that the performance program section of the form is complete. The supervisor must also provide the date on which the program was discussed with the employee. The employee signs the original, completed form, acknowledging that he or she has read the performance program section and understands the expectations and objectives described in the program.</p> <p>The original completed form is retained in the employee's personnel file. Copies of the form are to be retained by the supervisor and employee.</p>
2	Complete and have approved the Performance Appraisal section of the Individual Performance Program and Appraisal Form	<p>Throughout the year, the supervisor and employee should discuss the employee's performance. Supervisors may choose to schedule a formal discussion of the employee's performance approximately six months into the performance cycle but are not required to do so.</p> <p>At the end of an employee's annual performance cycle, the supervisor must complete the performance appraisal section (page 2) of the Individual Performance Program and Appraisal Form. The supervisor should encourage the employee to complete a self-appraisal at this time. However, the self-appraisal is voluntary.</p> <p>For additional instructions on completing this section and for a list of descriptive ratings, refer to Instructions for Supervisors.</p> <p>The supervisor must submit the performance appraisal to his or her manager for review and approval. Once the manager reviews and approves the performance appraisal section, the supervisor must meet with the employee to review the performance appraisal and to discuss development plans for the employee.</p>
3	Complete the Program section for a new Individual Performance and Appraisal Form	<p>Following this meeting with the employee, the supervisor must complete the program section of the Individual Performance and Appraisal Form for the employee for the next annual performance period.</p>

Appealing the Performance Appraisal Program

There will be no appeals of a supervisor's appraisal of an employee's performance. However, an employee may appeal the process for completing the performance program if he or she believes it was not correctly carried out.

The office responsible for personnel matters at the location will review the employee's appeal, and if it is sustained, will restart the performance appraisal program at the appropriate point in the cycle.

Responsibilities

Operating Locations

The Research Foundation operations manager or designee is responsible for

- ensuring that the Research Foundation performance appraisal program for administrative employees is managed and completed in compliance with the policy and requirements described in this procedure.

Central Office

The director of the Office of Employee Services or designee is responsible for

- providing the office responsible for personnel matters at the location with the materials relating to the Research Foundation performance appraisal program described in the requirements section of this procedure.

Feedback

Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.

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