Performance Management for Staff Personnel

Summary/purpose: The purpose of the probationary staff appraisal and the university’s performance management system is for a supervisor and a staff member (non-faculty personnel) to have frequent candid discussion about performance expectations, actual performance, and future development. The comparison of actual performance with expectations and standards serves as a basis for recognizing accomplishments, fueling performance, and planning for continued progress and improvement where deficiencies may be found.

Responsibility

Representatives of the Department of Human Resources are responsible for the oversight and administration of the performance management systems for staff members. Supervisors, managers, directors, chairs, and department heads are responsible for the timely completion of the reviews, goal setting and tracking of the employee’s progress/development.

Probationary Staff Appraisals

The probationary period and the probationary staff appraisal should be discussed with the staff member at the time of hire. A staff member is eligible for a probationary appraisal after completion of three months of service and no later than six months of service (unless a contractual employee). The probationary appraisal consists of a review of the staff member’s performance. The supervisor is also encouraged to include overall comments.

At this time the supervisor will make a decision regarding the staff member’s continued employment with the University. Failure to complete and submit the review by the sixth month of employment will result in permanent status for the staff member.

If the supervisor determines that additional time is required to assess the employee’s skills, abilities, interest and/or performance, the supervisor may request to extend the probationary period for up to an additional six months for a total of twelve months of employment. The request must be approved by the Director of Human Resources (or designee) by the employee’s sixth month of employment (six month anniversary date). The additional requested time for the probationary review does not guarantee continued employment for the full requested amount of time. The extension must be requested and granted through the Probationary Appraisal form.

Human Resources staff provides supervisors notification prior to the scheduled appraisal date, however, it is ultimately the supervisor’s responsibility to submit the probationary appraisal in a timely manner.

The standard probationary review form is located on the Department of Human Resources website.

Once completed with all of the appropriate signatures the original appraisal must be forwarded to the Department of Human Resources. The department and the staff member should retain a copy for their
Performance Management

Ongoing, the benefits to be gained from meeting with employees and providing continues feedback include:

1. Formally recognizing accomplishments;
2. Identifying newly acquired competencies;
3. Identifying personal and professional development plans, including establishing goals, milestones and/or priorities; and
4. Planning improvement where deficiencies are found.

All regular staff members, including executive staff, are entitled to performance feedback on a regular basis. The staff member and the immediate supervisor should annually participate in a year end performance appraisal discussion that captures the previous year’s performance and establishes new goals for the upcoming quarter and year.

Each annual performance appraisal will be reviewed and acknowledged by the staff member and the appraisal will be included as part of the staff member’s personnel record. Supervisors are encouraged to hold quarterly informal performance discussions as well. As part of these reviews, the supervisor and staff member plan for the upcoming performance review period by identifying upcoming goals, objectives, and priorities.

The staff performance appraisal must be completed at least once a year and the current review period and announced deadlines can be found at [http://www.olemiss.edu/hr/performance.html](http://www.olemiss.edu/hr/performance.html).

This is an opportunity for an end of the year summary, based upon the frequent conversations of the past year. The supervisor is expected to include overall comments. Supervisors, managers, and directors will be reviewed on additional factors.

On-going and at least quarterly, the supervisor and the staff member should continue a face-to-face dialog regarding the staff member’s past performance and a plan for future objectives, goals and priorities.

The supervisor and staff members will discuss what the employee has done well, what areas need improvement, if any, and what support is available. It is the responsibility of the supervisor to provide on-going coaching and advice to promote the employee’s personal growth and a sense of progress.

The number of approvals is determined by the Vice Chancellor of each area.

Performance related materials may also be utilized in a progressive disciplinary process to resolve continuing poor performance.