

Applies to: Operations & Facilities Management Department

GUIDELINES:

Issued: October 28, 2016

Revised: N/A

PURPOSE:

To establish a process and guidelines in completing an annual performance evaluation of administration and professional staff of OFMD.

DEFINITIONS:

OFMD – Operations & Facilities Management Department

PRIDE – Core Values of department (Professionalism, Respect, Integrity, Dedication, Excellence)

PROCESS:

Each manager and/or supervisor is responsible for completing annual year-end employee performance evaluations for their staff. The *Performance Evaluation* template and sample can be found on the OFMD website under the Guidelines section:

<https://facilities.med.wustl.edu/about/facilities-management-guidelines/>

Once the performance evaluation template letter has been downloaded, please fill out the following information prior to beginning the employee assessment letter:

1. Date of evaluation
2. Employee Name
3. Employee Title
4. OFMD – Service Area
5. Campus Box

The letter will be directly addressed to the employee and will detail: major goals and activities accomplished, how the employee represented the department as aligned to our culture and mission, priorities and challenges as well as provide an overall summary of the employee's performance within the last year.

A. Major Goals & Activities Accomplished/Currently In Progress

1. In this section, you will evaluate the employee's goals met as well as highlight the employee's accomplishments within the year.
2. Each employee should have between 3-5 goals and/or accomplishments that should be listed.
3. After listing the employee's goals and/or accomplishments, you should then summarize the employee's general work performance throughout the year, highlight any other work or tasks that should be noted and determine whether the employee has or has not met expectations.

B. Culture & Mission

1. In this section, you should highlight whether the employee's performance, behavior and overall representation of the department aligns with our culture and mission.
2. If there are certain core values (PRIDE) to highlight, please utilize this section to detail those observations.

C. Area Priorities/Challenges

1. In this section, you should determine and detail the employee's areas of improvement, skill set, or performance efficiencies that should be a priority for next year. You may offer suggestions that can help and support these recommended improvements.
2. There are not a set number of improvements or recommendations that each employee should have, as it will vary depending on each individual and his/her performance.

D. Summary

1. In this section, you will provide a summary of the overall performance of the employee for the year. Within this section, you should also identify if the employee has exceeded or met expectations or if his/her overall annual performance needs improvement.

The manager/supervisor will complete the Annual Performance Evaluation and discuss with the employee upon completion. A copy of the completed performance evaluation letter will be given to the employee and a copy will be sent to OFMD HR office to retain within the personnel files.