

Applies to: OFMD Staff

GUIDELINES:

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Revised: N/A

PURPOSE:

To establish a process and support guide in completing mid-year employee performance annual performance evaluations.

DEFINITIONS:

Action Plan: A plan created by manager/supervisor for an employee that has not met establish goals or is not performing his/her job duties, satisfactory to the department.

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 mid-year employee performance evaluations for their staff. The *Performance Evaluation Mid-Year* template can be found on the OFMD website under the Guidelines section:

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

Once the mid-year performance evaluation document has been downloaded, please fill out the following information prior to beginning the employee assessment:

1. Employee Name
2. Job Title
3. Evaluation Date
4. Supervisor's Name
5. Supervisor's Title
6. OFMD – Service Area

One (1) mid-year performance evaluation document will be created individually for each employee. General evaluation questions have already been pre-set within the form.

1. There a total of three (3) questions that will assist you in evaluating the employee in regards to his/her support of the mission of the department and if performance and behavior is aligned to the department's core values, as well as overall assessment of the employee's job performance as it pertains to his/her current job duties and goals met.
2. If an employee has not met the department's mission or core values, an action plan will need to be determined and documented for each criterion not yet met. Each action plan should detail the tasks, steps, efficiencies or improved behaviors, as well as a timeline for these improvements to be made within.

3. The employee's performance evaluation should be reflective of his/her current job duties, goals and/or assignments.
4. The employee's goals should be listed and should not deviate from the previous appraisal period. Generally, the number of goals given to each employee should vary between 3-5 goals.
5. Each employee should be evaluated on whether or not the goals given have been met. If the goals have been met, please summarize how the employee achieved his/her goals.
6. If goals have not yet been met, an Action Plan detailing the timeline of meeting these goals as well as any recommendations or improvement strategies for the employee should be noted.
7. If the employee has met all goals from previous appraisal, a set of new goals should be assigned, discussed with the employee and documented on the mid-year evaluation.
8. The mid-year performance evaluation will be created by the manager/supervisor and discussed with the employee upon completion. Within the document, both the manager/supervisor and employee will be able to note any comments regarding the mid-year evaluation.
9. After review and discussion of the mid-year evaluation, both manager/supervisor and employee should sign the document and submit to OFMD HR Office that will be retained within personnel files.