January 27, 2003

HUMAN RESOURCES MEMORANDUM 03-03

TO: Administration
Information & Technology Exchange Center
Divisions/centers

SUBJECT: Performance Evaluations/Position Descriptions

In accordance with Texas A&M University System Regulation 33.99.03, the performance of each staff member must be evaluated annually. The purpose of employee performance evaluations is to inform employees of the quality of their work, to identify those areas needing improvement, to set specific objectives for employees, and to provide employees with an opportunity to discuss their career goals and the support they need to meet those goals. Performance evaluations also assist department heads and managers in evaluating their work force, identifying employee potential, and establishing priorities for training, education and reward. Additionally budget guidelines require that each request for a merit increase or promotion be based on a performance review conducted within the six months prior to the request.

The budget process requires that a current satisfactory evaluation be on file for any employee recommended for a promotion, merit increase, or equity adjustment during the annual budget process. Current is defined as completed during the past 6 months. To comply with this requirement, we need to begin the evaluation process now. The budget process for FY 2004 will be starting up soon and it very important that the performance evaluations be completed in a timely manner.

As part of the performance evaluation process, the supervisor and employee are required to review the current Position Description (PD) or equivalent document that includes a list of essential functions and physical requirements of the position as well as justification for the FLSA status. The Employee Performance Evaluation form includes a place on the signature page where the employee and supervisor can initial when no changes to the PD are required. If the employee and supervisor determine changes need to be made to the PD, a new PD with the appropriate signature approvals should accompany the performance evaluation.
The performance evaluation and position description forms can be found at [http://ttinet/benefits_employment/employment_procedures](http://ttinet/benefits_employment/employment_procedures). The form names are *Performance Evaluation Form - Professional/Administrative #4010* and *Performance Evaluation Form - Support #4011, and Position Description Form #4002*. The Management Evaluation section of the professional form should not be completed for employees who do not have management responsibilities. If you are unable to retrieve the forms from TTI’s intranet site please contact the TTI Human Resources Office and we can send you as many copies as needed.

**The importance of an accurate, thorough evaluation cannot be overemphasized.** The inclination by some supervisors to conduct a cursory evaluation can lead to future problems for those supervisors. Please make every effort to ensure that a constructive evaluation is conducted for each individual.

Please ensure that all budgeted non-student employees under your purview who have been employed for a period of at least four months receive a performance evaluation. If an employee has been employed for less than four months a written evaluation should be completed during their fourth month of employment. The *revised Probationary Progress Review form #4018* is located at [http://ttinet/benefits_employment/employment_procedures](http://ttinet/benefits_employment/employment_procedures). *A performance evaluation will not have to be submitted for any employee who has been evaluated during the last six months.*

If you need to modify the Performance Evaluation form to make it more responsive to your area, please submit those modifications to the Human Resources Office for approval prior to implementing the changes. As in the past, supplements to the evaluation form are acceptable.

When the forms are completed for each employee, signatures should be secured from the appropriate parties (employee, immediate supervisor and administrative manager). The signed and dated Performance Evaluation (original) and Position Description (when applicable, original) should be forwarded to the TTI Human Resources office, CE/TTI Building, Room 101 for review and inclusion in the employee’s personal file. In addition a copy of the completed Performance Evaluation and the Position Description should be given to the employee.

The deadline for submitting these forms to the TTI Human Resources Office is **March 31, 2003. Please make sure that all supervisors within your division/center or administrative area are aware of this policy.** If you have any questions, please contact Wally Simpson or me at 845-9538. Your cooperation is appreciated.

[Signature]

Gregory Richmond  
Human Resources Officer