December 21, 1999

HUMAN RESOURCES MEMORANDUM 00-02

TO: Administration
   Information & Technology Exchange Center
   Divisions/centers

SUBJECT: Performance Evaluations

In accordance with Texas A&M University System Policy (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.

Employee Performance Evaluation Forms have been developed for your use in appraising exempt (classified positions) and non-exempt (non-classified positions) staff. They can be found at [http://ttinet.tamu.edu/human_resources/forms/]. The form names are Performance Evaluation Form - Professional/Administrative #4010 and Performance Evaluation Form - Support #4011. 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.

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. Although the beginning date for the budget process for FY 2001 has not been set, we want to be prepared to begin the process as soon as we receive the guidelines from the TAMU System Office.
HUMAN RESOURCES MEMORANDUM 00-02
December 21, 1999
Page 2

Please ensure that all budgeted non-student employees under your purview who have been employed for a period of at least four months also 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. A performance evaluation will not have to be submitted for any employee who has been evaluated during the last six months. When the form is completed for each employee, signatures should be secured from the appropriate parties (employee and immediate supervisor). A copy of the completed form should be given to the employee and the original forwarded to the TTI Human Resources office, CE/TTI Building, Room 101 for inclusion in the employee’s personal file.

The originals of all performance evaluations for employees under your purview should be submitted to the TTI Human Resources Office no later than February 28, 2000. 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 me at 845-9857. Your cooperation is appreciated.

[Signature]

Gregory Richmond
Human Resources Officer