HUMAN RESOURCES MEMORANDUM 06-06

TO: Administration
    Communications Group
    Divisions/Centers

SUBJECT: Performance Evaluations/Position Descriptions

February 3, 2006

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 2007 will be starting up soon and it very important that the performance evaluations be completed in a timely manner.

The performance evaluation process for 2005 will continue to use the **Employee Performance Evaluation Form (Form HR 4020)** that was implemented last year. Personnel with Principal Investigator management duties or higher are to also be evaluated on a few more criteria included on the form (see Part-B of the Form HR 4020). **To address one of the questions that arose from the use of the form last year, please note that the overall evaluation score that must be given is NOT to be an average of the individual categories but is a value assigned as an assessment of the complete evaluation of the employee’s overall performance.**

The complete performance evaluation process is accomplished in two steps. Initially, an evaluation of the employee’s performance must be completed using the new form found on the TTINet website at [http://ttinet.tamu.edu/benefits_employment/forms/4020.doc](http://ttinet.tamu.edu/benefits_employment/forms/4020.doc). In addition to the
evaluation, the supervisor and employee must review the current Position Description (PD), also accessible at http://ttinet.tamu.edu/benefits_employment/forms/4002.doc, or an equivalent document that includes a list of essential functions and physical requirements of the position as well as justification for the FLSA status. 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. 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 less than four months, a written evaluation should be completed during their fourth month of employment using the Probationary Period Progress Review. (found at http://ttinet/benefits_employment/forms/4018.xls). 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 supplement 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. All evaluations are to be signed by the employee, the immediate supervisor and the next level supervisor or administrative manager. The signed and dated Performance Evaluation (original) and Position Description (when applicable, original) should be forwarded to the TTI Human Resources Office 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 April 14, 2006. Please make sure that all supervisors within your division/center or administrative area are aware of this memo. If you have any questions, please contact Wally Simpson or me at 845-9538.

Your cooperation is appreciated.

Gregory Richmond
Human Resources Officer