February 26, 2008

HUMAN RESOURCES MEMORANDUM 08-05

TO: Administration
   Communications Group
   Divisions/Centers

SUBJECT: 2008 Performance Evaluations/Position Descriptions: Due April 17

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 areas needing improvement; to set specific objectives for the upcoming year; and to provide employees with an opportunity to discuss their career goals and the support they need to meet their 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. The TTI budget process requires that a satisfactory evaluation be completed during the past six months and on file for employees who are recommended for a promotion, merit increase or equity adjustment.

The deadline for submitting performance evaluations to the TTI Human Resources Office is April 17, 2008. Supervisors must use the Employee Performance Evaluation Form (Form HR 4020) in conducting the evaluation for all budgeted, non-student TTI employees. In 2007, TTI developed a new strategic plan and a new risk management plan. To address current critical performance issues related to these plans, minor modifications have been made to the form for this evaluation period. To more closely link individual performance to the strategic and risk management plans, more extensive revisions to the evaluation form are planned for next year. We will seek your input during the development of the revised form.

Please ensure that all supervisors within your division/center or administrative area are aware of the need to evaluate their employees. Every employee should receive an accurate, thorough and constructive evaluation. If you need to supplement the Performance Evaluation form to make it more responsive to your area, please submit modifications to the Human Resources Office for approval prior to implementing the changes. When rating an employee’s performance, the “overall performance rating” should be a value assigned based on the employee’s overall performance, NOT an average of the employee’s scores in individual performance categories.

For new employees, an evaluation should be completed during their fourth month of employment using the Probationary Period Progress Review (Form HR 4018). Performance evaluations do not have to be completed for employees who have been evaluated or received a probationary evaluation during the last six months.

In conjunction with the evaluation, the supervisor and employee must review the employee’s Position Description (PD), 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 changes need to be made to a PD, please contact the TTI Human Resources Office. An online PD is available, and we will provide you with instructions on how to access and complete the online form.
After employee evaluation forms are completed, they should be signed by the employee, the immediate supervisor and the next level supervisor or administrative manager. Original copies of the signed and dated Performance Evaluation and modified Position Description forms should be sent to the TTI Human Resources Office for review and inclusion in the employee’s personnel file. Copies of both completed forms should be given to the employee.

If you have any questions, please contact Wally Simpson or me at 845-9538.

Your cooperation is appreciated.

[Signature]
Gregory Richmond
Human Resources Officer