MANAGERIAL/CONFIDENTIAL EMPLOYEE EVALUATION

GUIDELINES

The Managerial and Confidential Employee Evaluation forms consist of three sections:

Section 1 – Employee Self Evaluation

This section of the performance process is optional, to be completed by the employee and returned to the Manager. Although the review is primarily the responsibility of the Manager, the annual review is structured to enable staff to participate in the assessment of his/her job performance.

Section II – Supervisor’s Evaluation

This section is to be completed by the Manager in direct supervision of the employee. The section includes rating areas that must be completed or marked “N/A” (not applicable). The real value of the annual review lies in the communication between manager and employee concerning what has been done well, and where further growth should be directed. Summarizing the year’s performance, providing constructive feedback on strengths and weaknesses, identifying accomplishments, and specifying corrective action and avenues for professional growth are key managerial appraisal tasks. It is always helpful to use the employee’s self evaluation as a reference.

Section III – Goals

This section documents the goals and expectations for the upcoming review cycle and is a part of the discussion process (see below). Goals should be specific, measurable, attainable, relevant and tangible (SMART).

The How Tos of Preparing for and Conducting the Performance Evaluation

1. Review the prior year’s goals which were discussed and agreed to at the previous year’s review. Ask yourself what the employee did well, what compliments can be given, what areas need improvement, what activities have reflected well or poorly on their performance, if the employee successfully reached last year’s goals and what you would like to see the employee accomplish in the coming year.
2. Meet with the employee and discuss the evaluation. The discussion should be private and touch upon the activities of the past year as well as goals for the upcoming rating period. The Manager should obtain the employee’s signature on both the Section II & III – Supervisor’s Evaluation and Goals and
provide the employee with a copy. The signature of the employee indicates that the evaluation was reviewed and does not necessarily indicate their agreement with the assessment. A copy should also be kept for the department file.

- If you have supervised the employee for less than six months, you should obtain performance information from the previous supervisor, if possible.

Before issuing a minimally successful or unacceptable overall rating for an employee, managers should review the service rating with Labor Relations at extension 8067.

Helpful Tips:

- **Be specific** – give specific examples of what the employee did to achieve—or fall short of—the goal.
- **Give deadlines** – if you want to see improvement, give the worker a timeline to turn things around. If you expect something to be done by a certain date, say so.
- **Be honest** – if you avoid telling an employee about performance problems, the employee won’t know that he or she needs to improve. Be sure to give the bad news, even if it is uncomfortable.
- **Be complete** - write your evaluation so that an outsider reading it would be able to understand exactly what happened and why.
- **Listen to your employees** - ask employees what they enjoy about their jobs and about working at UConn Health. Also ask about any concerns or problems they might have.