

Date: April 5, 2019

To: Employees in non-classified staff positions and Supervisors of non-classified staff positions

From: Bob Freeman, Director of Human Resources

Re: Non-Classified Staff Performance Review Process

Arkansas Tech University is proud to continue our performance review program for non-classified employees!

Arkansas Tech University's administration is committed to employee excellence and providing employees with an opportunity to receive feedback from management. The intent of the review process is to assess an employee's performance during a one-year period, typically July through June. Although the formal process is completed on an annual basis, supervisors are encouraged to provide regular feedback to their employees, which should reflect in the employee's annual review. This feedback should include constructive criticism, recognition of positive performance, guidance and encouragement.

In addition to providing performance feedback, the review process is designed to provide a mechanism for the employee and supervisor to establish future goals and hold both the employee and supervisor accountable for achieving the stated goals. These goals can be in the form of improving processes and programs or developing and/or revising procedures to improve services. The employee and supervisor can also identify employee training and/or career development objectives to be working toward.

In essence, the non-classified employee review process is intended to provide a mechanism for the employee and supervisor to better understand the employee's role within the department and the university as a whole. The review instrument (form) provides the vehicle to accomplish this end.



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Time line for:

- **Employees who have been in their current job for at least one year.** The review period applies, July 1 through June 30.
- **Employees who were hired after July 1.** The review period is the employee's first day of employment through June 30.
- **Employees who were hired after April 1.** The review period is waived and only goal setting will be established at this time.
- **Employees who changed positions (i.e., transfer or promotion).** This employee will receive two reviews, one for the previous position for the time in that job, and one for the new position for the time in that job.

The process:

- Employee does self-assessment **by June 30, 2019.**
- Supervisor does assessment **by June 30, 2019.**
- New goals are set and/or existing goals are extended **by June 30, 2019.**
- Meet to discuss, compare, and finalize **by June 30, 2019.**

Please note:

- Electronic signatures – Employee's signature does not necessarily indicate agreement. Only acknowledgement of his/her knowledge of the review.
- To ensure a smooth and electronically pleasant review experience, we recommend using Mozilla Firefox, Google Chrome, or Apple Safari as your browser.

