PERFORMANCE EVALUATION FOR ATU EMPLOYEES

Human Resources Employee Performance Evaluation for ATU Employees

All performance evaluations are now based on a January-December cycle. In order to transition to this schedule, the evaluation time period for employee performance evaluations for 2021 that were previously completed on a work anniversary-date cycle has been extended to December 2021, with all evaluations due by March 30, 2022. To view a transition schedule for employees previously evaluated on a work anniversary-date cycle.

Classified and Non-Classified Employees

Performance evaluations will be completed directly in OneTech Banner Self-Service for these positions. Performance review templates will pull in responsibilities from the prior year and core competencies for the current evaluation cycle that have been developed by ATU in conjunction with campus HR representatives. Goals will be set by the manager for the review period.

Prior to completing the evaluation, please ensure that the employee's position information, including job responsibilities, are up-to-date. You can review and edit this information by logging into OneTech and navigating to Banner Self-Service. Click on the Employee tab and select Position Review. This will pull up a list of all your direct reports. Click the "Review" button to review and edit the employee's job description.

All performance ratings for classified and non-classified staff will follow the same four-point scale previously approved by ADHE, which is displayed below.

Performance Review Rating Scale for Classified and Non-Classified Staff

Rating	Description
(U) Unsatisfactory	An overall performance of duties which is unacceptable in quality, accuracy, and timeliness. **(Comments required)**
(S) Satisfactory	An overall evaluation which demonstrates competency in the performance of the duties and responsibilities of the job.
(AA) Above Average	An overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level which is above the satisfactory level of performance.
(E) Exceptional	An overall evaluation which demonstrates performance of the duties and responsibilities of the job at a level exceeding the above average evaluation. **(Comments required)**

Core Competencies (all weighted at 5%)

Job Knowledge - Evaluate the extent of practical and technical knowledge of procedures, materials, and techniques, etc. required for current job. Displays understanding of how job relates to others.

Service Excellence/Quality of Work - Evaluate commitment to providing excellent service to internal and external customers as well as the accuracy, completeness, attention to detail, and follow-through of tasks. Responds promptly to requests in a respectful, informative, helpful and professional manner. Monitors own work to ensure quality and apply feedback to improve performance.

Initiative/Adaptability - Evaluate the ability to self-start and adjust to a variety of situations. Employee exhibits flexibility to meet the demand of changes in the work place and is resourceful, creative, and willing to do more than the minimum duties of the position. Seeks out creative approaches to provide or improve services and necessary results.

Teamwork - Evaluate interpersonal relationships with other employees, students, faculty and willingness to help others accomplish tasks. Fosters team cooperation. Finds opportunities to pass on own knowledge and transfer skills to others.

Dependability - Evaluate punctuality, regularity in attendance, meeting required deadlines, performing work, and adhering to policy without close supervision.

Planning/Organizing - Evaluate ability to plan, prioritize, and complete tasks. Uses time wisely to set goals for work demands, develop efficient methods to complete objectives, and establish priorities. Uses available resources to organize and efficiently keep track of information.

Demonstrates applicable Goals Set Forth in ATU's Strategic Plan.

Additional Supervisor Competencies

Leadership - Evaluate areas such as creating a compelling vision of the future and communicating it to others in a way that inspires their commitment, ability to inspire others through energy, enthusiasm, and optimism, setting realistic expectations for team members. Encourages efficient, productive performance; provides good managerial example; moves plans forward toward a specific course of action.

Managing Conflict- Ensures productive resolution of conflict; recognizes different viewpoints; brings conflict into the open, and encourages those involved to find appropriate solutions.

Managing Performance - Sets clear goals and expectations for staff; follows progress against goals; provides regular feedback; addresses performance issues promptly; fosters learning and development; provides public and private recognition of staff accomplishments.

Delegating - Evaluate areas such as utilizing capabilities of people and resources, distributing work, and regulating work, and regulating work flow.

Faculty
Performance reviews for these positions will continue to be done outside the system through the Promotion & Tenure Annual Portfolio process.

Additional training for managers and employees is available through the Office of Human Resources. If you have any questions about performance management or evaluations, please contact Human Resources at 479-968-0396 or hr@atu.edu.

Transition Schedule

Since we are switching from an anniversary date/fiscal year review to a calendar year review, the next evaluation for most employees will not be at a standard 12 month evaluation period. Below is a chart showing what the evaluation period for this transition. Going forward, the evaluation period will be 12 months for everyone.

Last Evaluation Date (Month)	Evaluation Dates	Evaluation Period	Evaluation Due
September	September 2020 – December 2021	16 months	March 30, 2022
October	October 2020 – December 2021	15 months	March 30, 2022
November	November 2020 – December 2021	14 months	March 30, 2022
December	December 2020 – December 2021	13 months	March 30, 2022
January	January 2021 – December 2021	12 months	March 30, 2022
February	February 2021 – December 2021	11 months	March 30, 2022
March	March 2021 – December 2021	10 months	March 30, 2022
April	April 2021 – December 2021	9 months	March 30, 2022
May	May 2021 – December 2021	8 months	March 30, 2022
June	June 2021 – December 2021	7 months	March 30, 2022
July	July 2021 – December 2021	6 months	March 30, 2022
August	August 2021 – December 2021	5 months	March 30, 2022

If you have any questions about this transition scheduled or any performance management questions, please contact the Office of Human Resources at 479-968-0396 or hr@atu.edu.