

The University of Texas at Brownsville

Staff Review and Development Process and Procedures

Objectives:

1. To provide fair and accurate performance measures.
2. To align individual employee behavior with department, division and The University objectives.
3. To reinforce other organizational initiatives.
4. To support a commitment to continuous learning.

Purpose:

1. To provide an opportunity to clarify work assignments, results and standards.
2. To assist you in identifying and removing barriers to job productivity.
3. To give you a better understanding of your work potential.
4. To improve communications and employer –employee relations.
5. To facilitate discussion related to work performance.

Pre-Review Preparation:

1. Supervisor schedules an appointment with the employee (adequate notice).
2. Provides the employee with a copy of the form with the tasks and standards agreed upon at the beginning of the review period.
3. Asks the employee to review and evaluate their performance related to the task and bring it to the meeting.

The Review Meeting:

Conduct the meeting in private, comfortable surroundings.

1. Interruptions should be minimized during the meeting.
2. The meeting should not be hurried.
4. The goals to be achieved at the meeting should be discussed.
5. The employee shares their evaluation of how they met, exceeded or did not meet the standard for each task.
6. Supervisor and employee listen carefully to each other.
7. Review any notes that you have made on topics you would like to discuss.
8. Review the department's goals and objectives in relationship to your job.
9. Review your job description relative to the actual work you do. Does it need revision? are you being challenged, are you ready for more responsibility?
10. Be prepared to discuss career development plans and activities.
11. You will be asked to write an overview of your performance for the year. This will be incorporated into the review document.
12. The supervisor will review with you their overview of your performance.

13. Supervisor and employee identify major tasks and standards for the new review period. Record them on a new form.

Effective standards are:

- specific and measurable (quantitatively or qualitatively)
- realistic and obtainable
- consistent with the departments, divisions, and University objectives and policies
- flexible and responsive to change
- developed through mutual discussion with the employee
- stated in complete and concise terms
- reviewed for progress at specific times

14. The meeting is concluded when you know in definite terms how your performance for the previous review period has been evaluated by your supervisor and a plan of action has been cooperatively developed for the new year.

Review Period:

January 1st to December 31st.

Reviews should be completed by March 16th.

Original document is sent to HR; a copy is kept by the supervisor and the employee.