

8.1 Staff Performance Evaluations

Heritage University has established a system of performance evaluations for all exempt and non-exempt employees. These evaluations are used for making decisions regarding transfer, promotion, demotion, retention, supervisory assistance, employee training, development, and salary. All employees are evaluated by the immediate supervisor or department head on an annual basis. The supervisor or department head is not restricted to the listed categories on the evaluation form as criteria for performance evaluation.

Employees in the 90-day provisional period will have at least one written evaluation near the end of their first 90 days of employment. More than one evaluation may occur prior to the completion of the 90-day provisional period if deemed necessary.

Heritage University supports a consistent, continued, and communicated performance management process. A formal, written performance evaluation should be completed at least once every fiscal year. The performance evaluation should include, but not be limited to, an evaluation of the employee's job knowledge, accuracy, quality, customer service, attendance, punctuality, productivity, supervision required, adaptability, organizational skills, communication skills, and interpersonal relations/teamwork.

Performance Expectations

Supervisors should provide employees with a job description, related performance expectations, and a copy of the evaluation instrument. The job description should be reviewed with the employee to ensure that it accurately reflects current responsibilities and expectations.

Performance Evaluations

The evaluation forms are available on MyHeritage. Completed evaluations, signed by the supervisor and the employee, are to be submitted to the corresponding area Vice President, and to the Human Resources Office by June 30 each year.