

UA Performance Evaluation Guidelines

Purpose

The purpose of the annual performance evaluation process is to both recognize employees' accomplishments and provide feedback on opportunities for improvement. This is also the ideal time to discuss goal setting for the upcoming year, as well as identify professional development opportunities.

Annual Performance Evaluation Period and Evaluation Completion Deadline

- Evaluation period runs from **April 1** through **March 31**.
- Completed evaluations are due in Human Resources by **May 31**.

Annual Performance Evaluation Recipients

Supervisors should complete an annual performance evaluation for each **regular*** staff employee *except* in the following situations:

1. A regular staff employee is still in their introductory period as of March 31. The supervisor should conduct the introductory review evaluation upon the employee's completion of their introductory period.
2. A regular staff employee whose introductory period ended in the last quarter of the evaluation period (January, February, or March) and had an introductory period review completed by their supervisor. *In this situation, a supervisor can elect to conduct an annual evaluation, but it should not be done in lieu of the Introductory Period evaluation.*
3. A regular staff employee moved to a new job in the last quarter of the evaluation period (January, February, or March). In this case, the current supervisor should contact the assigned **HR Business Partner** to request additional guidance on the process.
4. Supervisory changes result in either there being no supervisor available to conduct the evaluation, or there is not enough information available for a supervisor to conduct an evaluation. The current supervisor should issue a memo to the employee explaining the reason an evaluation was not completed, with a copy of the memo being sent to Human Resources. See the Form Distribution section for further instructions.

NOTE: Even when an annual evaluation is not completed for the reasons described above, a supervisor is strongly encouraged to conduct a goal planning session for the upcoming performance year.

**It is not necessary to conduct evaluations on temporary or Post-Doctoral employees.*

Annual Performance Evaluation Resources

Visit the Performance Management section of the **Human Resources website** for access to forms, instructions on using DocuSign Performance Evaluations as well as other helpful performance evaluation resources.

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Annual Performance Evaluation Forms

For consistency it is important that every department use University of Alabama Annual Employee Performance Evaluation forms, or other approved versions. These forms, which are available in both printable PDF formats and electronic versions via DocuSign, can be found on the Performance Evaluation section of the [HR website](#) along with other resources. Please contact your [HR Business Partner](#) if you need to use a custom form for accreditation or other purposes.

NOTE: When working with the PDF versions of these forms, download the form to your computer first, then edit and save the information.

Annual Performance Evaluation Form – Short: This narrative-style form may be more appropriate for those in professional and supervisory positions.

- [PDF version – Short form](#)
- [DocuSign version – Short form](#)

Annual Performance Evaluation Form – Comprehensive: This form contains multiple performance and behavioral indicators and may be more appropriate for employees in more task-oriented roles.

- [PDF version – Comprehensive form](#)
- [DocuSign version – Comprehensive form](#)

Goals/Objectives Planning and Review Form: This form is used by the employee and their supervisor to set goals and objectives for the upcoming year, as well as to review the employee's progress at the end of the evaluation period.

Self-Assessment Form: This form is used by the employee to highlight their accomplishments, identify areas for improvement, and offer suggestions for their own professional development.

Evaluation Process

Vice Presidents, Deans, Directors and Department Heads should ensure that annual performance evaluations are completed for each eligible employee. Leadership responsibilities are as follows:

1. Immediate supervisor – Completes the appropriate evaluation form.
2. Next level supervisor – Reviews the performance evaluation, suggests changes, and approves the final version of the performance evaluation.

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3. Immediate supervisor – Reviews and discusses the evaluation with the employee in a face-to-face, or where necessary, virtual meeting. This meeting time may also be used to set goals and objectives for the upcoming year.
4. Employee – Reviews their performance evaluation, makes comments if they choose, and signs the form verifying the review has been discussed. The employee’s signature does not necessarily indicate agreement with the evaluation. The employee should also review and sign the Goals/Objectives Planning and Review Evaluation form if one is completed.

Note - Employee Signature: Should an employee choose not to sign their evaluation, the supervisor should indicate “Employee refused to sign” on the employee signature line, then sign and date it.

Note - Overall Rating of Needs Improvement: An employee who receives an overall performance rating of “Unacceptable” should be put on a Performance Improvement Plan. Performance Improvement Plans are encouraged for employees who receive an overall rating of “Needs Improvement.” The supervisor should contact their assigned **HR Business Partner** to discuss the Performance Improvement Plan process.

Form Distribution

- Employee: Retains a copy of the completed, signed evaluation documents (either a hard copy or via DocuSign).
- Supervisor: Retains the hard copy original version of the completed, signed evaluation, along with any related forms (e.g., Goals/Objectives or Self-Assessment). The supervisor may in lieu of a hard copy original, maintain an electronic copy of the evaluation form. Both hard copy and electronic performance evaluations should be stored in a secure manner.
- Department/College: If requested, the supervisor may also be asked to provide a copy to an authorized individual within their unit/college responsible for the central storage of evaluations.
- Human Resources: Evaluations completed via DocuSign are automatically sent to Human Resources. Completed and signed hard copy original performance evaluations may be scanned as a PDF document and emailed to Human Resources. Emails should include the employee’s name in the subject line and be sent to hreval@fa.ua.edu. Please do not scan multiple employees’ evaluations into a single attached document.
 - If the department cannot email a scanned copy the original evaluation forms can be forwarded to 1670 Ruby Tyler Parkway / Box 870126 / **Attn: HR Business Partner**.

The deadline to complete and submit forms to Human Resources is May 31.

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