



Authority <b>Board of Trustees</b>
Title <b>EPA Non-faculty Performance Evaluation Policy</b>
Responsible Office <b>Human Resources</b>
Subject <b>Performance Evaluation</b>
Applies to <b>EPA Non-faculty</b>

**History:** First issued:

**Additional References:** Sample EPA Non-faculty Performance Evaluation Form

**Related Policies:** Employment Policies for EPA Non-faculty Employees

## 1. POLICY STATEMENT

An annual performance evaluation is required for all EPA Non-faculty employees. The evaluation must be in writing, must be given to and signed by the evaluated employee, and each evaluated employee must have an opportunity to provide a written response to the evaluation. Any response will be attached to the evaluation and considered a part of the evaluation.

## 2. GUIDELINES FOR CONDUCTING PERFORMANCE EVALUATIONS

Each performance evaluation will cover the period from July 1 to June 30. Normally, evaluations should be completed in late June of each year.

For an employee new to a position during the year, the evaluation should reflect the time period from the beginning of his/her appointment until the end of June. If an employee has not been in a position long enough for his/her performance to be evaluated in June, an evaluation should be conducted before December, then an additional evaluation should be conducted in June.

The performance evaluation may be done in any written format acceptable to the administrator of the work unit. A sample form is available; however, its use is not required.

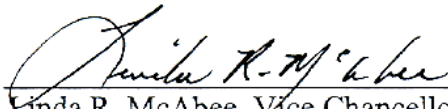
The employee should sign the evaluation. The signature does not imply agreement with the evaluation; rather, it signifies that the evaluation has been communicated to the employee. A copy should be provided to the employee.

Completed evaluations should be filed in the departmental personnel file.

### 3. EMPLOYEE COMMENTS

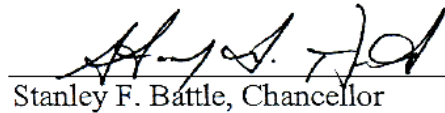
Each evaluated employee shall have the opportunity to comment in writing on the annual evaluation and any such comments shall be attached to the original copy of the evaluation and placed in the employee's departmental personnel file.

Approved:



\_\_\_\_\_  
Linda R. McAbee, Vice Chancellor for Human Resources

Date: 1/10/08



\_\_\_\_\_  
Stanley F. Battle, Chancellor

Date: 1/10/08

**NORTH CAROLINA A&T TECHNICAL STATE UNIVERSITY  
EPA NON-FACULTY PERFORMANCE EVALUATION FORM**

**Employee** \_\_\_\_\_

**Supervisor** \_\_\_\_\_

**Employee Title** \_\_\_\_\_

**Department** \_\_\_\_\_

**Instructions for Completing this Form:**

The supervisor should complete this form or another written evaluation for the employee describing the employee's performance on the major functions of his/her position. The completed form should be reviewed with and signed by the employee. The employee should have an opportunity to complete the Employee Comment section or to attach other written comments. A copy of the form (with any employee comments) should be provided to the employee and the original placed in the departmental personnel file.

**Section I: Employee Performance**

List major job functions and rate each function using the following scale:

1. Superior
2. Very Good
3. Acceptable
4. Generally acceptable
5. Unacceptable

**Job Functions**

**Performance**

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

6 \_\_\_\_\_

\_\_\_\_\_

**Overall Performance Rating:**

\_\_\_\_\_

**EPA Non-faculty Performance Evaluation, continued**

**Employee Name** \_\_\_\_\_

**Section II: Supervisor Comments**

**Section III: Employee Comments (optional)**

**I have reviewed this evaluation and been given the opportunity to provide written comments.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**