Evaluation System Checklist

Unit Heads may elect to develop a standalone evaluation system. However, all standalone systems must comply with all provisions within the Performance Evaluations for Staff Policy. Unit Heads must work with HR and receive endorsement for all area specific systems used on or after January 1, 2013. This evaluation system check-list has been developed outlining criteria and standards for HR endorsement of standalone systems. To schedule a consultation for endorsement or implementation support, send an e-mail to lod@purdue.edu. A member of the leadership and organizational development team will respond to the request within two business days.

Evaluation Activities

☐ All staff receive training orienting them to the evaluation policy, area procedures, and their responsibilities.

☐ All supervisors receive training orienting them to the evaluation policy, area procedures, and their responsibilities.

☐ Supervisors and staff work collaboratively to establish individualized performance standards and staff development plans. When establishing the staff development plan, the supervisor and staff will make a reasonable effort to incorporate the employee’s career interest.

☐ Supervisors and staff meet throughout the performance period as needed to discuss goal accomplishments and future performance plans.

☐ Standardized evaluation processes and tools are established.

☐ Each staff member receives an annual evaluation identifying his/her level of performance. Copies of the original, signed evaluations are kept in a centralized location. Access to evaluations are restricted per the policy. Evaluations must be maintained throughout an employee’s employment with the University. If the employee leaves the area, the Unit Head must ensure the employee’s evaluations are maintained throughout the staff member’s employment with the University. HR should be consulted prior to the destruction of staff evaluations.

☐ Analyze area-wide staff evaluation trends and respond accordingly. Solicit staff and supervisor feedback concerning the evaluation system and respond accordingly.