

**ADMINISTRATIVE PROCEDURES**

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| **10.14 Performance Evaluations** | **Revised: January 22, 2024** |

1. GOVERNING REGULATIONS

This procedure is governed by System Regulation [33.99.03](http://policies.tamus.edu/33-99-03.pdf) *Performance Evaluations* for Nonfaculty Employees.

2. PURPOSE

2.1 The purpose of employee performance evaluations is to inform employees of the quality of their work, identify those areas needing improvement, set specific objectives for employees and provide an opportunity to discuss career goals and the support needed to meet those goals. Performance evaluations also assist department heads in evaluating their work force, identifying employee potential and establishing priorities for training, education and reward.

2.2 Texas A&M Forest Service is committed to providing performance evaluations that are based on only lawful, job-related and non-discriminatory criteria. In addition, evaluations will be based upon specific, objective, measurable and consistently applied standards.

3. REQUIREMENTS

3.1 The performance of budgeted employees is evaluated each year using the [Annual Performance Appraisal](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Annual%20Performance%20Appraisal.pdf) form. A manager may require that a position under his/her purview receive more frequent and special evaluations as deemed appropriate. See [Performance Reviews](https://tfsfinance.tamu.edu/modules/finance/admin/guidelines/Performance%20Reviews.docx) guideline for additional recommendations and information.

3.2 Evaluations of newly hired employees are made using the [Performance Appraisal - New Employee](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Performance%20Appraisal%20-%20New%20Employee.docx) form following the 1st, 3rd and 5th months. Graduate assistants, student workers and seasonal employees may be evaluated on a periodic basis using the Performance Appraisal - New Employee form as required to provide feedback to the individual employee.

3.3 The supervisor meets with the employee to discuss his/her performance evaluation, and both sign the form. The employee is given the opportunity to provide written comments on the form. A copy of the signed evaluation form is maintained by the supervisor, a copy is provided to the employee, and the original is routed for approvals.

3.4 As part of the annual performance evaluation process, the supervisor and employee review the employee’s position description (PD), make any updates needed and sign it. A copy of the PD is maintained by the supervisor, a copy is provided to the employee and the original is routed with the employee’s performance appraisal for approvals.

3.5 Each supervisor should maintain documentation that substantiates each employee’s rating with regard to duties and adherence with laws, policies, regulations, rules and procedures. Use of documentation such as comments on the performance appraisal forms, [Manager's Notes](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Manager's%20notes-log.docx) and [Position Description](http://tfsfinance.tamu.edu/modules/finance/admin/procedures/Position%20Description.docx) will meet this requirement.

3.6 An employee and his/her immediate supervisor have the option to complete an [Individual Development Plan (IDP)](https://tfsfinance.tamu.edu/modules/finance/admin/procedures/Individual%20Development%20Plan.docx).

4. REVIEW

All performance evaluations are reviewed by appropriate members of the chain of command and Employee Development for EEO compliance as well as other appropriate issues.

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