



SOUTHWESTERN UNIVERSITY

Supervisor's Evaluation Timeline



Start Date: Mid-February

1. Receive Evaluation Forms from HR

- Save the forms to your computer.
- Take the Evaluations for a test drive!
 - If you have any problems opening the forms, entering data, using the dropdowns, etc., contact Human Resources.
- Have there been **significant** changes to the employee's primary duties? If so, request a current job description from Human Resources to edit.

3. Schedule Evaluation Meetings

- Schedule the evaluation meeting - allow sufficient time for discussion.
- Send the employee a copy of the evaluation a couple of days prior to the evaluation meeting.
- If an employee's evaluation includes some Unsatisfactory ratings, discuss this situation with your supervisor prior to meeting with the employee.

5. The Completed Evaluation

- Ask if the employee is ready to sign their evaluation or if they wish to add comments.
- Sign and forward the evaluation and any amended job descriptions to your supervisor for review and approval.
- Send the fully reviewed and approved evaluations to the Human Resources department for further processing by **April 30, 2022**.

2. Complete Your Evaluations

- Refresh your evaluation completion skills! See [Quick Tips](#) and [FAQ's](#).
- Evaluation Period: **January - December, 2021**
- Employees hired after October 1 will not receive an evaluation because they were still in their "Initial evaluation period."
- Consider whether to include suggested goals or to ask the employee to bring proposed goals when you meet.
- Need more assistance? Contact Human Resources.

4. Evaluation Meetings

- Encourage open and honest discussion.
- Verbally review the University's Core Values with the employee, noting them as the basis for all activities and programs at Southwestern University.
- Review the evaluation with your employee.
- Ask the employee if there have been any **significant** changes to their primary responsibilities - note them on the job description.
- Avoid spending too much time on any one item.
- Keep the meeting on track.

End Date: April 30, 2022

Need assistance? Call Human Resources at ext. 1435.