

Mississippi State University
Department of Human Resources Management
PERFORMANCE APPRAISALS

PURPOSE

To define the policy and procedures for written staff performance appraisals.

POLICY

All employees of the University who are in executive, administrative, professional, or support staff positions shall have their performance appraised annually, in writing, by their immediate supervisor. Completed signed forms must be sent to the Department of Human Resources Management for inclusion in the employee's human resources file prior to the preparation of the budget for the upcoming fiscal year.

PROCEDURE

The annual appraisal should cover the period from last appraisal or date of employment to date of appraisal.

Supervisors below the department head level file the completed appraisal forms with the department head for review. The department head's immediate supervisor will determine if additional review is needed.

Copies of the completed appraisal forms should be kept on file for a minimum of three years by department heads for their use as needed in making human resources management decisions.

Copies of the completed appraisal forms are to be distributed as follows:

- Original to the Department of Human Resources Management,
- Copy retained by the department,
- Copy to employee being appraised.

RELATED POLICIES

AOP 10.02-Academic Administrators and Directors

AOP 13.15 - Evaluation of Teaching Performance

REVIEW

This policy and procedures will be reviewed by the Director of Human Resources Management at least every four years.

HRM 60-503
Effective 1/17/83
Revised 4/1/94
Revised 5/1/00
Revised 1/10/07
Revised 03/03/10

Recommended by:

/s/ Ann Bell
Director of Human Resources Management

02-15-10
Date

/s/ Michael J. McGrevey
Vice President for Finance & Administration

02-16-10
Date

Reviewed by:

/s/ Don Zant
Director of Internal Audit

02-16-10
Date

/s/ Charles Guest
General Counsel

02-18-10
Date

APPROVED:

/s/ Mark Keenum
President

03-03-10
Date

THIS POLICY HAS BEEN SUPERSEDED