

## [S.T.E.P.] HR Tips: Performance Evaluations

*Did you know* that supervisors and employees both play an essential role in the performance appraisal process? The Libraries provides supervisors and employees with the tools they need to achieve this goal.

1. [Performance Evaluation Form Workbook](#) – Designed to guide supervisors in writing constructive performance evaluations and to inform employees about the performance evaluation form and process. The Workbook provides instruction in writing results-oriented job responsibility statements and developing measurable and consistent work standards, resulting in performance evaluations that communicate clearly to employees their supervisors’ evaluation of their work performance, as well as the performance goals expected of them for the coming year.
2. [Performance Rating Guidelines](#) – Provides detailed illustrative examples of each rating category.
3. [Supervisor Review Process](#) – Gives all employees the opportunity to communicate about the performance of any supervisor in their administrative chain, including evaluating how supervisors administer the performance evaluation process. To access the Supervisor Review Form, go to the [Supervisor Review Process](#) page, click on “Supervisor Review Form,” enter user name “library” and the password “staff.”

Detailed information on the performance evaluation process and information regarding guidelines, FAQ, forms and *timetable* are located at <http://www.libs.uga.edu/staff/appraisal.html>.

Performance Evaluation forms -- <http://www.libs.uga.edu/staff/evaluationforms.html>

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HR Tips is brought to you by the Libraries’ Human Resources department and will be issued periodically. Suggestions for tips are welcome. Submit your tips, or any questions you might have, to [libjobs@uga.edu](mailto:libjobs@uga.edu). To view past HR Tips go to <http://www.libs.uga.edu/humres/hrtips/index.html>.

*Issued 12/09/08.*