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

Did you know that the Libraries’ HR provides workbooks and guidelines to assist supervisors and employees in conducting the performance evaluation process? Please review the following resources to ensure that UGA’s performance evaluation policy is adhered to, such as making sure that employee position descriptions are updated to agree with the job responsibilities and work standards listed in the performance evaluations.

1. **Performance Evaluation Form Workbook** – Designed to guide supervisors in writing results-oriented job responsibility statements and developing measurable and consistent work standards.

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](http://www.libs.uga.edu/humres/hrtips/index.html) page, click on “Supervisor Review Form,” enter user name “library” and the password “staff.”

4. **Performance Evaluation and Supervisor Review Guidelines** – Provides detailed information on the performance evaluation process and includes guidelines, FAQ, forms and **timetable**.

If you still have questions about the performance evaluation process, please contact the Libraries’ HR department at 542-2712 or [libjobs@uga.edu](mailto:libjobs@uga.edu).

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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](http://www.libs.uga.edu/humres/hrtips/index.html).

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