

[HR Tips] Position Description Review + Performance Evals

Did you know that all Libraries' position descriptions are to be reviewed and updated this year as part of the performance evaluation process? During the performance evaluation process, the supervisor and employee should review the employee's position description and make any necessary changes, **including adding duty and responsibility percentages for classified staff position descriptions**. These changes will form the basis for review during the next evaluation cycle.

Whether revised or not, an employee's position description must be signed by the employee and supervisor and attached to the employee's completed performance evaluation form before it is sent to the Libraries' HR Department.

Checkout the Libraries' Performance Evaluation process at <http://www.libs.uga.edu/staff/appraisal.html>.

If you still have questions about the performance evaluation process, please contact Jan Hudson in the Libraries' HR Department at 542-2712 or 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. To view past HR Tips go to <http://www.libs.uga.edu/humres/hrtips/index.html>.

Issued 12/09/11