## Performance Reviews

Frequently Asked Questions

## 1. Are annual performance reviews required for all employees?

Yes. It is important all regular staff receive annual performance reviews. Questions about faculty, student, term and probationary employee reviews should be directed to campus and institute Human Resources offices.

Performance reviews provide an opportunity to receive written feedback, assess training and development needs, clarify expectations, discuss progress toward previously determined goals and set new goals for the next review period.

The review process can help improve efficiency and effectiveness and contribute to personal growth and job satisfaction.

# 2. How are employee ratings on performance reviews used by supervisors and Human Resources officers?

Ratings on performance reviews are indicators of overall performance and may, when applicable, be used to determine across-the-board and merit increases.

## 3. What aspects of performance are covered by the review?

The key elements of the Performance Review Summary Form (PDF) (Word) include:

- Accomplishments
- Service and relationships
- Accountability and dependability
- Adaptability and flexibility
- Decision making and problem solving

Staff also are evaluated on how well previously set goals were met, and new goals should be discussed and recorded for the upcoming period.

## **Answering Performance Review Questions**

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## **Answering Performance Review Questions:**

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