***Staff Performance Evaluation Process***

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| **Overview** |
| Rutgers University supervisors and managers are responsible for providing a formal performance evaluation to employees on an annual basis. The Rutgers Staff Performance Review Table outlines the various staff employee groups for whom performance appraisals must be completed, the review dates when appraisals should be finalized, and the appropriate appraisal form to use. The table is available at <https://uhr.rutgers.edu/StaffReviewTable2018> . Completed performance evaluations must be provided to the appraised employee by the applicable due date and must be signed by the employee and supervisors. The fully signed evaluation needs to be provided to Faculty Affairs & Personnel Administration. Be sure to retain a copy for your record. |

***Forms***

* Performance Appraisal Form – Probationary Assessment

<http://uhr.rutgers.edu/download/2154?file=form_applications/ProbationaryAssessmentLegacy_1.pdf>

* Performance Appraisal Form – Introductory Period Assessment for Confidential Employees

<http://uhr.rutgers.edu/download/2152?file=form_applications/IntroPeriodAssessmentConfidentialEmpLegacy_1.pdf>

* Performance Appraisal Form – Exempt and Non-Exempt Staff

<http://uhr.rutgers.edu/download/2151?file=form_applications/ExemptNonExemptStaffPerformanceAppraisalLegacy_2.pdf>

* Performance Appraisal Form – CWA Local 1031-Supervisor

<http://uhr.rutgers.edu/download/2343?file=form_applications/CWALocal1031-SupervisorPerformanceAppraisalLegacy.pdf>

* Performance Appraisal Form – Director Level

<http://uhr.rutgers.edu/download/2149?file=form_applications/DirectorPerformanceAppraisalLegacy_1.pdf>

* Performance Appraisal Form – Manager/Supervisor Level

<http://uhr.rutgers.edu/download/2153?file=form_applications/ManagerSupervisorPerformanceAppraisalLegacy_1.pdf>

* Performance Appraisal Form – Senior Administrator

<http://uhr.rutgers.edu/download/2342?file=form_applications/SeniorAdministratorPerformanceAppraisalLegacy.pdf>