

Supervisor Process to Evaluate Employees Using Qualtrics

1. On April 1, 2011, HR will distribute the Employee Self-Appraisal form to all half-time or greater FTE staff and administrative faculty. These need to be returned to the Supervisor by April 15th. As part of their self-appraisal, the employee will be asked to fill in up to 5 names of persons who would be able to help evaluate their performance.
2. When the employee submits their Employee Self-Appraisal form, the Supervisor will receive it via an email message. The email message will also contain a link that takes the Supervisor to the Peer Review Factors form. The supervisor may edit or add to the list of peer evaluators and should also list their own name and email address where indicated. In addition, the Supervisor will enter four Job Factors specific to that Employee's position.
3. If the employee and supervisor agree to make changes in the employee's job description, be sure to email a copy of the updated version to HR.
4. Once this form is completed, the Supervisor submits it. The four specific Job Factors are added to the standard Job Factors and they are all emailed to the peer evaluators, as well as the Supervisor. The deadline to receive peer evaluations is April 30. This Peer Review Factor form does not include the goals section of the appraisal (see Step 7).
5. Once the Supervisor receives all of the peer evaluations, s/he can use those responses when formulating their own ratings of the employee. It is important to keep the peer evaluations anonymous from the employee in order to ensure honest feedback from the peers. The peer responses should only be used in the aggregate in discussions with the employee.
6. When the Supervisor is ready to evaluate the employee, s/he should go to http://www.goshen.edu/hr/Supervisor_Resources and download the Annual Review Form for this purpose. Supervisors should have in mind recommendations for goals and development activities to share with the employee.
7. The Supervisor and the Employee should meet and review the evaluation, as well as complete the goals and development activities together. Both parties should sign and date the final evaluation.
8. When the evaluation is complete, the Supervisor should send the Employee Performance Appraisal to the HR Director for review and placement in the employee file. This process should be completed by June 1st. The Supervisor should keep peer evaluation documents for a maximum of 1 year before shredding them.