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[POLICIES \(HTTPS://WWW.ROCHESTER.EDU/POLICIES/ALL/\)](https://www.rochester.edu/policies/all/)PERFORMANCE EVALUATION

POLICY

Performance Evaluation

LAST

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ON 12/

2024

This policy applies to: All University staff. (individuals who are represented by a collective bargaining unit should refer to their agreement.)

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I. Policy

All University staff will receive a written performance evaluation complemented by an individual performance evaluation meeting, at least annually. The principal purpose of the performance evaluation is to provide two-way communication between a supervisor and an employee about the individual's work performance and to establish goals for the upcoming year. Performance evaluation also may provide a basis for salary changes, promotions, or other changes.

II. Guidelines

A. The employee should be offered the opportunity to prepare a self-evaluation prior to the performance evaluation meeting. The supervisor also prepares an evaluation, and the two are compared and discussed during the meeting. The meeting should be

ABOUT THIS POLICY

Policy Number

194

Policy Group

Human Resources

Issuing Authority

Human Resources

Responsible Officer

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