

UNIVERSITY OF PITTSBURGH POLICY 07-05-01

CATEGORY: PERSONNEL
SECTION: Staff Performance
SUBJECT: Performance Appraisal Program
EFFECTIVE DATE: April 19, 2013
PAGE(S): 1

I. SCOPE

This policy establishes a University Performance Appraisal Program which includes an Annual Appraisal, a three-step review process during the Provisional Period of Employment and, reviews for special circumstances. It applies to all regular full-time and part-time staff in the Staff Classification System.

II. POLICY

Annual Appraisal

It is the responsibility of the University, through its supervisors, to evaluate the job related performance of all staff members prior to the conclusion of each fiscal year. A Staff Performance Appraisal form is to be completed for each staff member by the immediate supervisor responsible for evaluating the staff member's job-related performance over the twelve month rating period.

A Self-Appraisal form is to be completed by each employee as part of the Annual Appraisal.

The supervisor is responsible for discussing with the employee 1) expectations about job responsibilities and performance standards, 2) evaluation of job performance during the current rating period, and 3) objectives for the next rating period.

The staff member's signature on the Staff Performance Appraisal form is required to verify that an appraisal was completed. The signature of the immediate supervisor and any other appropriate signatures are also required. The staff member will receive, upon request, a copy of the completed Staff Performance Appraisal form at the time of the review.

Provisional Period Review

There is a three-step review process for job performance for all newly hired, transferred, or promoted staff members at the beginning, mid-point, and end of their provisional period of employment.

Special

The staff performance appraisal may be used at other times to reward particular accomplishments, support requests for salary increases and/or reclassification, or document problems with deficient performance.

III. REFERENCE

[Procedure ER 11, Performance Appraisal Program](#) (formerly 07-05-01)

[Forms and Other Tools for the Performance Appraisal Program can be found at the Office of Human Resources Website](#)