

Annual Performance Report Evaluation

Jun 24, 2018

Scope: Who is Covered by this Policy?

Classified Staff

Policy

Each member of the classified service is to be evaluated at least once per fiscal year. Either the “Miami University Employee Performance Report” or your department’s specific performance appraisal will be completed by the supervisor. - Copies of the standard form may be obtained at the Department of Human Resources, Room 15, Roudebush Hall, or online at [Human Resources](#).

You ~~have the option of completing the self-evaluation summary to list your strengths and accomplishments as well as to help you to your supervisor discuss and~~ set goals and improvement objectives for the coming year. The other ~~half of this summary sheet portion of the annual performance evaluation is to be completed by your supervisor, providing additional~~ narrative about your performance. The annual ~~report performance evaluation~~ will be discussed with you, ~~reviewed by the department administrator,~~ and returned to you for your comment and signature. The annual performance ~~report evaluation~~ is used as a document in determining eligibility for merit wage increases. ~~You will receive a copy of the~~ Your completed annual performance ~~report for your files. The original copy of the performance report evaluation is forwarded to Human Resources and kept in your personnel file. available online.~~ If an employee refuses to sign the ~~report annual performance evaluation~~, the department will note that the employee refused to sign and forward the ~~report annual performance evaluation~~ to Human Resources. Questions regarding annual performance ~~report evaluation~~ should be directed to the Department of Human Resources, Room 15, Roudebush Hall, 529-3131.