

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY  
POLICY & PROCEDURES LETTER

**Employee Performance Appraisal**

**3-004  
FISCAL SERVICES  
July 2009**

POLICY

- 1.01 Oklahoma State University Institute of Technology utilizes a system to evaluate and improve individual employee performance. The institution recognizes that any system structure for assessing employee performance is a tool of management and not an end in itself.

PROCEDURES

- 2.01 The Performance Appraisal process should be a positive means to assist personnel in improving job performance. The process further provides management an opportunity to make known to personnel the objectives and goals of the institution and what is expected of an employee toward the attainment of the objectives and goals.
- A. The employee performance appraisal, conducted on a periodic basis, must not reflect personal prejudice or favoritism on the part of those conducting the ratings. The result of the evaluation process is to assist management in the decision making process for determining:
1. personnel deserving of merit consideration,
  2. promotion,
  3. informing of deficiencies, training needs, and improvement expected,
  4. justification for disciplinary action, and
  5. priorities for determining staffing in times of retrenchment and layoffs.
- B. Performance Appraisals are to be typed, handwritten or printed, and each performance appraisal is to be signed by the evaluator (Exceptions: Student Survey of Instruction).

After performance appraisals have been completed, the supervisor will schedule meetings with employees individually to review their performance.

After the reviewing session, the employee has the right to respond in writing to the appraisal received if so desired, and the employee is expected to acknowledge the session by signing the performance appraisal form.

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If in the judgment of an evaluator, an employee is performing below minimum standards as reflected by the appraisal given, documentation of the conference must be recorded and any deficiencies in performance be discussed with the employee. The supervising must outline and recommend a program structured to help solve or correct the deficiency in performance.

After review, performance appraisals should be sent to the Human Resources Office for filing and a copy should be retained for departmental files.

Performance appraisal forms have been developed to provide the Administration with appraisal information to ascertain the quality of performance service of all employees in accomplishing job descriptions, departmental and institutional goals.

1. Performance Appraisal -- All Employees

An evaluation is to be completed by the appropriate supervisor for each employee. Forms are available through the Human Resources Office.

C. The evaluations will be reviewed by the appropriate unit leader.

2.02 Employee Performance Improvement --

Every reasonable opportunity should be given the employee to perform assigned responsibilities in an acceptable manner. If this effort is unsuccessful, the following steps may be taken to ensure Oklahoma State University Institute of Technology is operating within its own, the state, and/or the federal guidelines and statutes.

- A. Ensure that up-to-date position questionnaires and/or job descriptions are on file and approved.
- B. Have defined and approved specific performance standards that apply equally to all persons.
- C. Review job performance with employees on a regular basis. Apply performance standards equally to all employees.
- D. Once an employee's performance is identified as unacceptable, the supervisor must make it clear that performance should improve or the alternatives of demotion, suspension without pay, reduction in pay, or dismissal will be considered (alternatives given are not all inclusive of action that may be recommended.) The Employee Performance Plan form may be used to outline the problem areas and the plan of action for improvement.

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- E. If the employee responds within the stated time frame in a positive manner to corrective measures, state this fact by using the Employee Performance Plan form. After the positive report of an employee's performance has been submitted, retain all documents of the case in the personnel files.
- F. Recommendation for Final Action -- If the employee has not responded to meet acceptable performance standards within a time frame, a decision must be made to recommend action be taken which may include employment dismissal. **IMPORTANT:** Final action recommended by the unit leader or supervisor must have the approval of the President or the designated representative. This final action approval must be received by the supervisor prior to further discussion with the employee of the steps being taken.
- G. In the case of dismissal of a continuing employee, a formal written notice to the employee should be coordinated through the Human Resources Office.
- H. Employees leaving employment with Oklahoma State University Institute of Technology should do a final check out through the Human Resources Office for information relating to continuation of any benefits.

Approved: August 1996  
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Revised: July 2009