

HUMAN RESOURCES ADMINISTRATIVE MANUAL  
EMPLOYEE RELATIONS: PERFORMANCE EVALUATION



UNIVERSITY SYSTEM  
OF GEORGIA

# Performance Evaluation

## CITATION REFERENCE

<b>OFFICIAL TITLE</b>	POLICY ON PERFORMANCE EVALUATION
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## Policy Statement

Each institution of the University System of Georgia shall establish a system of performance evaluation for all classified employees. This system of performance evaluation shall be for the purpose of career development and merit pay increase recommendation. All classified employees shall be evaluated by the supervisor in a systematic manner at specified time intervals, but in no case less than once each year. An employee in their provisional period should be evaluated at least once prior to the completion of the provisional period.

To establish a system for assessing and improving the work performance of employees and to provide guidelines for the administration of this system while also affording the appropriate level of flexibility needed at the institutional level.

## Applicability

All units of the University System of Georgia are covered by this policy.

## Who Should Read This Policy

All Human Resources personnel within the University System of Georgia should be aware of this policy.

## Definitions

These definitions apply to these terms as they are used in this policy:

- **Board of Regents (BOR):** The governing body of the University System of Georgia.

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- **Provisional Period:** The first six (6) months of an individual’s employment with the University System of Georgia in a regular, benefits eligible position.

### Process and Procedures

The University System supports a performance management process that is consistent and continuous, and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee’s capabilities. Critical to meeting this expectation are regular evaluations of an employee’s progress, accurate documentation of that progress, and regular communications with the employee.

Each institution shall establish procedures to implement this policy.

### Responsible Parties and Contact Information

<b>Party</b>	<b>Responsibility</b>	<b>Phone/Email/URL</b>
<b>Vice Chancellor for Human Resources, USG</b>	Provide guidance to institutional Chief Human Resources Officers on effective performance evaluation systems and instruments; monitor compliance with policy.	404-962-3235 <a href="mailto:usg-hr@usg.edu">usg-hr@usg.edu</a>
<b>Institution Chief Human Resources Officers</b>	Each institution shall establish and maintain an adequate procedure for implementing this policy; ensure institutional compliance.	See University System <a href="#">HR Officer Listing</a>

### Appendices (Internal Documents, Forms and Web Links)

- [Evaluation of Personnel](#)

### Related Documents and Resources (External)

- None

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