

## MEMORANDUM

**TO: Administrative and Hourly Staff**

**FROM: President Daniel F. Sullivan**

**RE: Job Descriptions and Performance Evaluations**

**DATE: November 17, 2005**

I write to encourage all staff – particularly supervisors – to address two issues:

- The requirement and value of an accurate and up-to-date job description, and
- The need for regular performance evaluations.

A job description should be on file at Human Resources, or developed as needed, for each staff member. The supervisor and staff person should discuss the job description. A person's performance is more likely to meet and exceed expectations if those expectations have been identified clearly, and discussed.

I always have believed in the need for regular evaluation of performance, so much so that I have insisted on being evaluated myself by the Board of Trustees every other year using the 360 Performance Evaluation Process. Performance evaluation is an important way to communicate about goals, achievements, successes and improvements that are needed. I evaluate my direct reports regularly; all supervisors at St. Lawrence must join in the processes of evaluation that are appropriate to each situation.

We expect that all staff, hourly and administrative, will participate in an annual performance evaluation. Administrative staff evaluations may include interviews with colleagues and others for whom perspective about the person being evaluated is relevant and helpful. The performance review will culminate in a written document and, most importantly, conversation between the supervisor and the staff person being reviewed.

The Human Resources office has information about job descriptions and performance evaluations on its website: <http://www.stlawu.edu/resources/toolbox.htm> , and assistance is readily available from the Human Resources staff – just call or e-mail.

If you have questions or suggestions I am, as always, open to these.