

MEMORANDUM

TO: Administrative and Hourly Staff

FROM: President Daniel F. Sullivan

RE: Performance Evaluations

DATE: October 8, 2008

I write to bring to the attention of all staff and supervisors the importance of annual performance evaluations.

I have always believed in the need for regular evaluation of performance. **Indeed, as part of my appointment as St. Lawrence's president the Board of Trustees and I worked out an annual performance evaluation process, deeper and more intensive every other year, and the Presidential Appraisal Committee—a standing committee of the Board—was established.** Performance evaluation is an important way to communicate about goals, achievements, successes and improvements. Performance evaluations are for everyone, and **especially** for the employees who are doing a good or superior job who need to hear that from supervisors.

I and my direct reports expect that all staff, hourly and administrative, will participate in an annual performance evaluation. Administrative staff evaluations should use the 360 Performance Evaluation process which may include interviews with colleagues and others from whom perspective about the person being evaluated is relevant and helpful. Performance Evaluations for hourly staff may use any appropriate process and form. Each performance evaluation 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 performance evaluations* on its website: <http://www.stlawu.edu/resources/equityin.html>, 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.

* In order to do a good performance evaluation an up-to-date job description is needed. If you aren't sure if there is a job description available contact Human Resources. The job description helps the supervisor and staff person have a discussion about the job that seeks to develop common understanding, a clarification of expectations and standards, a commitment to meet and exceed those expectations, and an opportunity for a staff member to provide valuable insight for the supervisor. A person's performance is more likely to meet and exceed expectations if there has been an open and sincere two-way discussion between supervisor and staff member.