



California Health Sciences University

PERFORMANCE REVIEWS POLICY

I. PERFORMANCE REVIEWS

Performance Reviews are an important tool in measuring an employee's development and contributions to CHSU. CHSU is committed to providing meaningful and actionable feedback to all employees through the performance review process. Outlined below is the process for performance reviews for Faculty, Administration, and Staff.

Faculty, Administration, and Staff employees will receive Introductory Expectations and Annual Performance Reviews to be delivered by the employee's immediate supervisor, in consultation with the employee's next level supervisor. The frequency of the Introductory Expectations and Annual Performance Review may vary depending upon length of service, job position, past performance, or a change in position occurs. Generally, an introductory review is completed between the first 30-90 days of employment. Administration and Staff receive their Annual Review at one year of employment while Faculty will receive their Annual Review by June 1st of each year. An employee's annual review date may be adjusted if a change in job duties or position occurs, or based on the needs of the University or College.

Performance Reviews should aid an employee in identifying their progress in reaching goals for the current year, areas for improvement and objectives for future work performance. Successful performance reviews do not guarantee increases in salary, promotions, or continued employment. Salary increases and promotions are solely within the discretion of CHSU and depend upon many factors in addition to performance. After the expectation or review conversation employees will be required to sign the review form to acknowledge that it has been delivered. A copy will be given to the employee and to Human Resources for retention in the employee's personnel file.

II. PROCEDURES

The Introductory Performance Expectations ratings will include: Exceeds Requirements, Meets Requirements and Does Not Meet Requirements

The Annual Performance Review ratings will include: 5- Exceeds Expectations, 4- Meets All and Exceeds Some Expectations, 3- Meets All Expectations, 2- Meet Some, But Not All Expectations, 1- Does Not Meet Expectations



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A. Procedures for the Introductory Expectations

1. The supervisor completes the Introductory Performance Expectations for their employee at the 30, 60, or 90 day mark of employment.
2. The supervisor schedules one-on-one time with the employee to deliver feedback, notating any follow up needs or additional training requested by employee.

B. Procedures for the Annual Review

1. Both the employee and supervisor will receive a calendar invite approximately one month in advance of the Employee's review due date.
2. Employee and supervisor complete their respective portions of the annual review form.
3. Supervisor compares feedback from the employee with their own. Supervisor should adjust their score/comments if appropriate and combine feedback on one fillable PDF form.
4. Before presenting final review to employee, supervisor gains approval from HR and the next level supervisor on the final version of the annual performance review and merit increase (if applicable).
5. Supervisor schedules one-on-one with employee to discuss the final performance review and provide merit increase amount documented in a Personnel Action Form (PAF) (if applicable).
6. Employee should be given opportunity to add comments if desired.
7. Employee signs the final performance review and receives a copy.
8. Supervisor turns in the signed original annual performance review form to HR with approved merit increase document in a PAF.

The University reserves the right to modify the Introductory and Annual Review form based on the needs of the University.

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- Policy Owner: Human Resources
 - Effective Date: 3/21/2019
 - Approval by Provost Date: 4/02/2019
 - Approval by the President Date: 4/04/2019