



# STEPHEN F. AUSTIN STATE UNIVERSITY

## Performance Evaluation FAQ

- **Why is there a new performance evaluation form?**

The new evaluation forms, while capturing the same information as the current forms, have a different format that supervisors and employees may find more conducive to measuring job performance and setting goals for the next review period. The old form is still available for use for this review period and supervisors can choose which form to utilize.

- **If I choose to use the new form, how do I complete it?**

The form must be opened using the Microsoft Word app and all editable parts of the document have text boxes, drop down options, or check boxes. Please email [hr@sfasu.edu](mailto:hr@sfasu.edu) for assistance if you run into any technical issues with the new form.

- **Can I print the new form?**

Yes; while the form can be printed and filled out manually, it would leave limited space for comments. We suggest filling out the form on Microsoft Word and printing after the performance evaluation meeting has taken place.

- **If I use the new form, how does my employee qualify for administrative leave?**

Employees will qualify for administrative leave in the same way as previous years. Please refer to [HOP 03-503](#) for full administrative leave policy. \*Verbiage will vary slightly until the HOP is updated to align with the new form.

- **Category One:**

1. the employee must have received a minimum overall rating of “meets expectations” or “acceptable”,
2. must receive a “meeting expectations” or “acceptable” in all job performance categories,
3. must have exceeded expectations at a point in the review period and it must be documented in the “university contributions” section, and
4. has not received any disciplinary action during the last twelve months.

- **Category Two:**

1. the employee must have satisfactorily completed their most recent performance review without any negative ratings in any area,
2. must have made a significant contribution to a university initiative, managed a special project within their department, and/or demonstrated exceptional performance beyond their tenure during their probationary period, and
3. has not received any disciplinary action during the last twelve months.

- **How do I evaluate my employee if they are a supervisor?**

In Part I – Job Performance, employees who have direct staff reports will be evaluated in the “supervisory factors” category. If your employee does not supervise staff employees, this section will remain blank.

- **What if my employee has more than two goals in part IV of the performance evaluation?**

There is an optional goals addendum page that can be used if an employee has more than two goals for the review period.

- **Why are some fields required and others not required?**

Some fields are required due to the section being tied to administrative leave eligibility. Ex. Part I – Performance Rating comments are required to support category one administrative leave eligibility. Part II – University Contributions is required to support category one or category two administrative leave eligibility.