



Minot State University

Policy Manual

Performance Development Review

Source: SBHE 604.3

NDUS HR 17

Performance development is a positive, goal-oriented approach for improving individual performance on the job and for recognizing performance improvement at all levels of the employee lifecycle. Effective performance development planning requires; job clarification; goal setting; employee development planning; and, on-going feedback/communication between supervisor and employee.

1. All benefited employees shall have an annual written and verbal performance development review that includes evaluation of performance based on mutually agreed upon goals and development plans. However, throughout the year, supervisors should meet with employees to update goals and development plans, as needed.
2. Probationary Reviews. NDUS HR Policy 17, Performance Development, requires a review before the end of the probation period six months after hire. Any probationary review conducted from October to December will be a sufficient review for that calendar year.
3. At the completion of an employee's probationary period and at least once a year thereafter, each staff employee shall participate in a performance development review. At a minimum, the performance development review shall include:
 - a. The mutual review of job responsibilities ensuring they continue to accurately represent the employee's contributing role in departmental objectives and the institution's overall mission;
 - b. A mutually agreed upon performance development plan which includes a review and discussion of the progress made in accomplishing goals established within prior year performance plans;
 - c. Determination of an individual's future training needs including necessary resources to achieve the goals as established within the performance development plan; and
 - d. Solicitation and follow-up on suggestions for continuous improvement of organizational processes and systems within which the individual works
4. All supervisors of regular staff employees will conduct an annual evaluation between January 1 and March 31 in preparation of salary decisions for the next fiscal year.
5. Reporting Periods. A reporting period defines the time-period covered by the review. The review may only address issues that occurred during the reporting period.
 - a. The standard annual reporting period is January 1 through December 31.

- b. The reporting period for a probationary review begins with the date of hire and ends prior to six months from the hire date.
 - c. The first annual review will begin the first day following the probationary review and will end on December 31.
 - d. The reporting period end date will be extended as necessary to ensure the current supervisor has a minimum of 90 days of supervision.
 - e. The reporting period end date may be extended to May 15 as necessary to include significant performance information that will be considered for annual salary adjustments.
 - f. Any reviews documenting performance that will be cause for withholding an annual salary increase must be completed by March 31.
6. After the review is completed, an employee is entitled to attach additional comments to the review. Any comments provided by the employee will become a permanent part of the review record. This entitlement has no expiration date (see NDCC 54-06-21).
7. A basic form is provided for the review; however, a narrative style may be used, or the form may be adapted or tailored by a supervisor if it contains the necessary information and addresses the issues previously stated in paragraph 3 above. Supervisors should consult with the Human Resources Director when considering significant changes to the form.
8. Completed reviews are forwarded to the Human Resources office for inclusion in the employee's official file. When forwarding, include only the actual evaluation.

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Updated May 21, 2017



**MINOT STATE UNIVERSITY
PERFORMANCE DEVELOPMENT REVIEW**

Employee's Name:	Evaluation Type: <input type="checkbox"/> Probationary <input type="checkbox"/> Annual <input type="checkbox"/> Other:
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Position Title/Number:

Supervisor's Name:	Review Date:
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Reporting Period Beginning Date:	Reporting Period End Date:
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Position description has been reviewed and updated as necessary

Overall Rating of this performance review is:

- SATISFACTORY
- UNSATISFACTORY

Select the position description duties/responsibilities to be reviewed:

Duty/Responsibility # ():
Review of Previous Goals:
Future Goals:
Other Comments:

Employee Name: _____ Review Date: _____

Duty/Responsibility # ():
Review of Previous Goals:
Future Goals:
Other Comments:

Duty/Responsibility # ():
Review of Previous Goals:
Future Goals:
Other Comments:

Employee Name: _____ **Review Date:** _____

Supervisor's General Comments:

Employee's Comments:

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____



EMPLOYEE SELF-EVALUATION/INPUT FORM

Name _____ Position Title _____

(Use additional sheets as necessary)

1. In your opinion, what are your major job-related achievements during the review period?

2. Based on the requirements of your current position, what additional skills, knowledge, equipment, working conditions, or system changes would help you more effectively perform your present job?

3. List any topics you would like to discuss with your supervisor during your performance appraisal conference.

4. What could your supervisor do to aid you in more effectively performing your job?

5. Other comments: Provide any additional information about yourself and your personal desires, goals, or job environment that may be helpful in using your talents in your own and the University's best interest.
