

Performance Evaluations

PageUp Performance Cycle

Performance Evaluations

- **Completed in PageUp**
- **Probationary Evaluations**
 - Completed between first 4-6 months
 - New to MTSU or new position
 - Supervisor can extend probationary period
- **Annual Evaluations**
 - Begin in January, due April 30th
 - Optional self-evaluation
 - Reflect upon last calendar year only
 - Not completed if start date was after July 1

Performance Review Steps

- **Self Evaluation (annual reviews only)**
 - Optional, not required through HR (some departments may require)
- **Supervisor Completes Evaluation**
- **One Up Manager Review**
- **Employee/Manager Evaluation Discussion**
- **Employee Acknowledges Evaluation**
 - Acknowledging the evaluation was discussed with you and completed
- **Evaluation Complete**

Performance Review Ratings



- **Exceeds Expectations**
- **Meets Expectations**
- **Needs Improvement**
- **Unsatisfactory**
- **Non-Applicable**

Performance Review Metrics

- **Dependability**
- **Job Knowledge**
- **Job Performance**
- **Customer Service**
- **Adaptability**
- **Professional/Personal Development**
- **Employee Overall Rating**

Performance Review Metrics

- **NCAA, Conference USA, and Athletic Rules Compliance**
- **Supervisor Only - Leadership**
- **Supervisor Only – Performance Management**
- **Supervisor Only – Effective and Efficient Use of Resources**

Supervisors

- **If you are a new supervisor, you can reach out to the Employment Coordinator to review your employee's most recent annual review**
- **This is to be used as a guide, not as an indicator of current or future performance**

Please reach out with any questions.

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