

## Assessing Performance

1. Assessing performance is intended as one of many ways in which individual staff members receive justifiable commendation for their performance successes as well as equitable, compassionate assistance in improving their performance as a valued member of the SMUUCH community. The purpose of performance assessments, in both forms outlined under this policy, is to document both types of performance.

There are two types of assessments outlined in this policy, *formative* and *summative*.

A separate informal discussion of any performance concerns that a supervisor has is to occur prior to the use of any Formative Assessment procedure. The issue(s) discussed, and the date they were discussed, will be recorded in writing and both parties will sign and date the document for the sole purpose of indicating that an informal meeting on the issue(s) occurred. A copy of that document will be given to the staff member, and a copy will be placed in the personnel file of the staff member.

2. Formative Assessments are the processes that occur during the employment year rather than at the end of the year, and are intended to recognize outstanding performance and identify specific areas of performance that are in need of improvement. Formative Assessments may occur multiple times during the employment year. If the supervisor perceives a need for improved performance, then the behavior to be improved must be clearly identified in a Formative Assessment, and improved targeted behavior(s) specifically described in writing in the Formative Assessment document.
  - a) Supervisors and staff utilizing the Formative Assessment procedure will complete the SMUUCH Formative Assessment form immediately upon completion of that meeting, a copy of the signed and completed document will be given to the staff member being assessed, and a copy placed in the staff member's secure personnel file.
  - b) A date for reassessing the behavior(s) targeted for improvement on the Formative Assessment form will be in writing on the initial Formative Assessment form, and the staff member's behavior will be formally reassessed on that date. A copy of the subsequently completed reassessment will also be given to the staff member and a copy placed in their secure personnel file.
  - c) If the targeted behavior has sufficiently improved upon reassessment, the Formative Process for that occurrence of behavior by that staff member will be recorded on the form as having ended successfully. Reoccurrences of the targeted behavior in question may begin a new cycle of Formative Assessment.
  - d) If the targeted behavior is not sufficiently improved, then the supervisor may

- 1) set a second date for a reassessment of that behavior,
  - 2) indicate that there has been a failure to improve and close the Formative Assessment process for that behavior, or
  - 3) take or recommend corrective action, including termination of employment.
3. Summative Assessments are annual performance assessments. They are to occur for each staff member once during the last quarter of the employment year, and will reflect the sum of all formative assessments conducted during the employment year, as well as a final assessment of that staff member's overall performance. They will also include recommendations by the supervisor regarding the nature of continued employment of that staff member.
- a) The first time a staff member is made aware of a specific behavior that is in need of improvement should be during an informal discussion with a supervisor held prior to, or as part of, an initial formative assessment, and cannot be during a summative assessment.
  - b) Immediately upon completion of the Summative Assessment meeting, a copy of the signed and completed document will be given to the staff member being assessed, and a copy placed in the staff member's secure personnel file.

## Formative Assessment Document:

a) Employee being assessed: \_\_\_\_\_

b) Date of the Formative Assessment: \_\_\_\_\_

c) Supervisor: \_\_\_\_\_

d) Employee strengths: \_\_\_\_\_

\_\_\_\_\_

e) Specific area(s), if any, in need of improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f) List the actions the supervisor will undertake, and the resources that will be provided to assist the employee in improving.

\_\_\_\_\_

g) If area(s) of improvement are listed, describe the behavior that will satisfactorily demonstrate the desired improvement.

\_\_\_\_\_

\_\_\_\_\_

h) Date when the specified improvement will be reassessed: \_\_\_\_\_.

date

i) Result of the follow-up formative assessment listed in e) above:

\_\_\_\_\_

\_\_\_\_\_

**Signatures of the parties is required *ONLY* to establish attendance at this formative assessment meeting:  
*ALL PARTIES SHOULD RETAIN A COPY OF ANY SIGNED DOCUMENT SUBMITTED***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
date

# Summative Assessment Document:

a) Employee being assessed: \_\_\_\_\_

b) Date of the Summative Assessment: \_\_\_\_\_

c) Supervisor: \_\_\_\_\_

d) Employee strengths: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

e) Other comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f) Recommendations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signatures of the parties is required ONLY to establish attendance at this summative assessment meeting:  
*ALL PARTIES SHOULD RETAIN A COPY OF ANY SIGNED DOCUMENT SUBMITTED***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
date