

Performance Evaluations

Performance evaluations are an important part of how we grow, connect, and succeed together at A-State. These reviews provide an opportunity for supervisors and employees to reflect on accomplishments, set goals, and ensure everyone is working in alignment with the university's mission.

To support continuous improvement and professional development, both 90-day reviews and annual evaluations are required for all eligible employees. These evaluations are not optional—they are essential tools for:

- Encouraging open, productive conversations
- Supporting employee growth and development
- Identifying opportunities for improvement
- Strengthening team and departmental performance

Thank you for your commitment to making A-State a place where every team member can thrive!

Questions regarding an evaluation? Contact the A-State Human Resources team. We are happy to help!

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Employee Evaluation Workflow

What is the Employee Evaluation Process?

Once it's time for performance reviews to begin, supervisors will receive a helpful e-notification from our Taleo HR platform letting them know it's time to get started!

Employee Evaluation Workflow

Employee evaluations follow a simple, step-by-step process designed to make things smooth and straightforward for everyone involved:

Supervisor Completes Evaluation

Supervisors will log in and complete the evaluation by rating the employee on key areas like job knowledge, quality of work, organization, and dependability.

Employee Review & eSignature

Once the evaluation is ready, supervisors and employees should meet to discuss the results. The employee will receive an email prompt to review, e-sign, and leave any comments they'd like.

Supervisor Submission

After reviewing the employee's comments, the supervisor will provide a final sign-off to officially submit the evaluation to Human Resources.

Questions? We are here to help! Contact our [Human Resources](#) Office with any questions.

Supervisor Information for Employee Evaluations

At A-State, performance evaluations aren't just a task—they're a meaningful way to encourage communication, support growth, and ensure that every department is aligned and thriving. By setting aside time to reflect on achievements, set new goals, and provide thoughtful feedback, supervisors and employees work together to strengthen our campus community.

Do I have to complete evaluations for my employees?

Yes! As part of A-State's commitment to employee development and institutional excellence, **both annual evaluations and 90-day reviews are required** for all eligible employees. These reviews are **not optional**—they're essential for boosting engagement, encouraging professional growth, and identifying areas for support and improvement.

Why are employee evaluations important?

Supervisors are the heart of the evaluation process. By completing evaluations thoughtfully and on time, you help reinforce A-State's values, foster open communication, and build a culture of continuous improvement. If you're ever unsure when a review is due—or how to complete it—step-by-step resources are here to guide you every step of the way.

Thank you for playing a key role in making A-State a workplace where every team member can succeed and shine! ☐

Questions? We are here to help! Contact our [Human Resources](#) Office with any questions.

Employee eSignature Guide for Evaluations

Employee Information about Evaluations

Performance evaluations at A-State are designed with you in mind! They're a great opportunity to reflect on your accomplishments, talk about your goals, and get valuable feedback to support your professional growth. Whether you're new to your role or a long-time team member, this process helps ensure everyone is aligned and supported as we work toward A-State's goals together.

What's my role as an employee in the evaluation process?

After your supervisor completes your evaluation, you'll receive an email notification inviting you to review it. From there, you'll have a chance to:

1. Review your evaluation
2. Add comments (if you'd like)
3. Sign electronically to complete the process

This is your time to be part of the conversation and share your perspective!

Why do performance evaluations matter?

Evaluations aren't just about checking a box—they're a chance to connect, grow, and celebrate the great work you're doing. They also help identify areas where you might need support, training, or new opportunities.

Your voice is important in this process, and we encourage you to engage fully and ask questions if you're unsure about anything.

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Competency Rating Scale

Competencies are rated on the following scale:

Exceeds Standards

The employee regularly demonstrates superior performance. Both what is produced and how it is produced far exceed institutional standards and expectations of the position. The employee is extraordinarily competent and productive. Performance at this level occurs throughout the year and across all key aspects of the position. This employee is often sought out by others for counsel and assistance, and is widely recognized as a role model. Examples of the results and sought-after expertise must be given. This rating should be reserved for truly outstanding performance throughout the review period.

Above Average

The employee demonstrates strong, consistent performance in all or almost all competencies, skills, and responsibilities. Both what is produced and how it is produced meet and often exceed institutional standards and expectations of the position. Results add value beyond the scope of the current role, often benefiting the division/department. Examples of these results must be given to receive this rating. This rating should be reserved for employees with strong, commendable performance.

Satisfactory

The employee consistently demonstrates capable or satisfactory performance. Both what is produced and how it is produced meet the standards and expectations of the position. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. This rating conveys solid, effective performance.

Below Average

The employee demonstrates adequate performance in most areas, but needs improvement in one or more significant aspects that are critical to the position. Either what is produced or how it is produced requires improvement in one or more areas to meet the expectations of the position and institution. Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. Regardless, this rating conveys that performance is below expectations in one or more areas and must be improved. A performance improvement plan and review by HR is required.

Unsatisfactory

The employee frequently performs below the level expected of this position in all or almost all key aspects of the position. Both what is produced and how it is produced are below institutional standards and clearly unacceptable. Unless there is obvious and immediate improvement, a performance improvement plan and review by HR is required.

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