

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.

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