

Performance Appraisals

2024 Process Overview

1. Log into PeopleAdmin (EOL) to review your staff member(s) job description. This description will be the one to use during the employee's yearly appraisal.
2. Please share a copy of the job description with your staff member(s).
3. Complete the yearly appraisal based on the staff member's performance over the past twelve (12) months. The Word Document has been updated to make completing the form easier while having the ability to print the final document. You now have the ability to select your rating.
4. A manager at least one level above the reviewer will discuss the final rating with the reviewer before it is discussed with the staff member.
5. Meet with each staff member individually to discuss the completed appraisal. The reviewer and staff member will discuss and document one (1) to three (3) projects or goals that will be achieved during the rating period that relate to the expected performance of the individual and to the unit's goals.
6. At the conclusion of the appraisal meeting, your staff member should be given the opportunity to provide comments and the comments should be documented in "Summary" section.
7. Signatures from the supervisor, department manager, Divisional Vice President, and the staff member are required before submitting the appraisal to the Office of Human Resources.
8. All performance appraisals are to be submitted to the Office of Human Resources in an envelope marked "Confidential".

Performance appraisals should be completed annually by September 30th. If you have any questions during the process, please contact Brian Loughney brian.loughney2@scranton.edu or Melissa Abda melissa.abda@scranton.edu.