

Performance Appraisals 2024 Process Overview

1. Please share a copy of the job description with your employee.
2. Complete the yearly appraisal based on the employee's performance over the past twelve (12) months.
3. A manager at least one level above the reviewer will discuss the final rating with the reviewer before it is discussed with the employee.
4. Meet with each employee individually to discuss the completed appraisal. The reviewer and employee 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.
5. At the conclusion of the appraisal meeting, your employee should be given the opportunity to provide comments and the comments should be documented in "Summary" section.
6. Signatures from the supervisor, department manager, Divisional Vice President, and the employee are required before submitting the appraisal to Human Resources.
7. All performance appraisals are to be submitted to the Office of Human Resources in an envelope marked "Confidential".

Please be advised that performance appraisals should be completed by August 31, 2024. If you have any questions during this process, please do not hesitate to contact Brian Loughney brian.loughney2@scranton.edu or Melissa Abda Melissa.abda@scranton.edu.