



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

January 9, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-07
Distributed via Campus Email

TO: President Wright, Vice Presidents, Deans, Directors and Department Heads

FROM: Mary Lee Hodge, Vice President for Business Affairs

SUBJ: 2004-2005 Employee Performance for Non-Faculty Employees

In accordance with the Texas A&M University System Regulation 33.99.03, Performance Evaluation for Non-Faculty Employees, you are required to complete a performance evaluation for each non-faculty employee annually. The purpose of the evaluation is to inform each employee of the quality of his/her work, to identify those areas needing improvement, and to set specific objectives for the employee. In your position as a supervisor, this process will assist you in evaluating your work force, in identifying employee potential and establishing priorities for training, education and reward. It is important that all evaluations be conducted in a forthright manner. Without proper feedback, an employee will not be able to meet your expectations, improve his/her performance, and progress in his/her career. Lack of proper feedback will diminish the productivity of your unit, which in turn, affects your own performance evaluation.

The employee evaluation form is available at the following web address:

http://www.pvamu.edu/files/human_resources/docs/Performance%20Evaluation%20Form.pdf

As part of the evaluation process, you are required to review and update the employee's position description questionnaire and have the employee sign and date the document. Copies of the position description questionnaires can be obtained from the Office of Human Resources at X2319 if you are lacking a copy in your files. It is important to note that the employee should be evaluated for the period beginning September 1, 2004 and ending on August 31, 2005, and that each and every employee should have specific performance goals. In a recent audit, we were asked to attach those goals to the copy of the evaluation that is sent to Human Resources. If you who have not completed your employee evaluation forms, position description review, and goal establishment, I am asking that you do so no later than February 10, 2006. Please forward completed documents through the appropriate approval channels with final documents to the Office of Human Resources. If you have already completed this process, thank you for your early compliance.

Questions about this process should be directed to me at X2952 or Mr. Albert Gee at X2319.