

# S.O.G. 116

## Supervisor Evaluations

### *Handout - Study Guide for Supervisors*

#### 1. Giving employee evaluations:

A performance appraisal/evaluation in general has two purposes. First, it is to be used as a tool to improve employee performance by helping them understand and fulfill their potential. Second, it is used to provide information to employees and their supervisors in an effort to make work-related decisions and performance improvements where needed.

2. Make sure that your evaluation is based on the appropriate time frame. If you are giving a yearly evaluation it should be based on performance over the year not the last few months. Document performance through out the year to use on yearly evaluations.
3. In addition to its purposes, a performance evaluation has many uses. If done properly, the performance appraisal can be a very effective communication tool.
4. It can be used to aid in the development and motivation of employees. Another use is to clarify the goals and expectations for the employee for his/her job.
5. The evaluation can also be looked at as a document to increase accountability for both the supervisor and the employees by promoting quality performance.
6. The performance evaluation can be used to link what should be happening to what is happening.
7. At Landscape Services as well as The University of Mississippi, the performance evaluation is primarily used to promote an understanding between the Supervisor and employee in becoming more successful and more productive.
8. Three month evaluation forms are called Staff Performance Appraisal: Non – Exempt Probationary.
9. When conducting the (3) three month evaluations for new employees remind them that they must have their class D license within six months of employment.
10. All new employees are considered to be probationary for a minimum of six months.
11. Make sure to correct any performance or behavioral problems that the employee might be having at this time. (3month evaluations).
12. Six month evaluation forms are the same forms used at three months.
13. When conducting the employees (6) month evaluation make sure they have their class D license.
14. If the new employee is recommended for permanent employment at six months, uniforms are to be issued.