


April 1, 2011



MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Amy Heatherly, Department of Human Resources 

SUBJECT: 2010-2011 Performance Evaluations

Each Dean, Director and Department Head should ensure an annual performance evaluation is completed for the 2010 - 2011 evaluation year for all staff employees within his or her area(s) of responsibility.

There are two versions of the performance evaluation form. The first is a comprehensive evaluation form and the other is a more general form. The choice of which form to use is left to your discretion; however, consistency within your assigned area(s) is recommended. For example, the more general form may be a better choice for higher level, professional/exempt positions in your areas. The evaluation period is from June 1, 2010 through May 31, 2011. Completed evaluations should be sent to Human Resources no later than July 31, 2011.

It is also recommended that you use the annual evaluation process to ensure that individual job descriptions and/or job duties are accurate and up-to-date. Any changes or updates to descriptions must be submitted through the online position description system.

Electronic copies of the Annual Employee Performance Evaluation Forms, along with additional information on the performance evaluation process, can be obtained from the Human Resources website at www.hr.ua.edu. Click on Policies/Forms and under the Alphabetical HR Forms Listing see Performance Evaluation Information.

Please contact your assigned HR Partner if you have questions or need additional information. You can locate your HR Partner contact information at <http://www.hr.ua.edu/candc/index.html>.

