PROCEDURE STATEMENT

This procedure applies to all Texas A&M Veterinary Medical Diagnostic Laboratory (TVMDL) employees with a 50 percent or more appointment.

REASON FOR PROCEDURE

This procedure established the guidelines for performance evaluations of nonfaculty employees of TVMDL.

PROCEDURES AND RESPONSIBILITIES

1.0 ANNUAL EVALUATION

A. The GreatJobs performance evaluation module will be used to document the evaluation.

B. The evaluation period is April 1 through March 31. Performance evaluations for all employees with at least 90 days of regular service as of March 31 will be conducted no later than May 31.

C. Each year, prior to April 1, the TVMDL Human Resources Representative will notify branch chiefs and/or resident directors in writing of their responsibility to conduct evaluations. The branch chiefs and/or resident directors will inform the section heads and/or supervisors of the need to conduct the evaluations.

D. Supervisors will discuss the results of the evaluation with employees, set goals and objectives and, if necessary, a development plan. Comments should also be provided on each performance measure.

2.0 REVIEW OF POSITION DESCRIPTION

A. Employees will have a position description documented in the GreatJobs position description module.

B. Supervisors and employees—as part of the annual performance evaluation process—will review the position descriptions for accuracy as required by System Regulation 33.99.03, Performance Evaluations for Nonfaculty Employees.

C. Updates and corrections to the position description will be made in the GreatJobs position description module prior to finalizing the performance evaluation.

D. The requirement to review position descriptions annually will be met when the performance evaluation is electronically signed by the employee and the supervisor in GreatJobs.

RELATED STATUTES, POLICIES, OR REQUIREMENTS

System Regulation 33.99.03, Performance Evaluation for Nonfaculty Employees
CONTACT OFFICE

For questions, contact AgriLife Human Resources at 979-845-2423.