Performance Appraisal for Staff Personnel

**Summary/Purpose:** Guidelines are given for a formal appraisal also known as an evaluation of the job performance for non-faculty personal.

Non-faculty personnel are formally evaluated in regard to their job performance and behavior during their probationary period within the first six months of employment (unless a contractual employee) and once annually by April 30. The performance appraisal program should be discussed with the employee early in employment. At the end of each evaluation period, the ratings should be reviewed with the employee and the probationary appraisal should be acknowledged by the employee and submitted to Human Resources within the first six months of employment. Standard probationary appraisals used to support the performance evaluation program may be obtained from the University of Mississippi’s Human Resources Web site. Annual staff appraisal forms are initiated and submitted through the online system accessed through “myOleMiss.edu”.