

MEMO

To: Directors/Supervisors/Department Chairs
From: Nancy E. Florey, Associate Vice President for Human Resources
Subject: 2009 Staff Appraisals
Date: April 15, 2009

Please visit the Human Resources web site via *EXPLORER* to download the appropriate appraisal form for each of your employees (you cannot access the forms through Netscape). Follow the instructions below.

Go to www.etown.edu/humanresources and click on Intranet, then Appraisal Forms. Follow directions for downloading, opening, and completing the appropriate appraisal form for your staff member(s).

If you need help accessing or completing the appraisal documents, please call Brenda Spiker at extension 1183.

As a reminder, **please have each of your employees complete a self-appraisal.** The employee's self-appraisal should be completed and returned back to the supervisor prior to the actual appraisal discussion.

Prepare an appraisal form for each staff member. **During the appraisal discussion with each employee, the supervisor should review the appropriate job description.** If changes are necessary, please make the changes in red and return the job description to Human Resources. If you do not have a job description for an employee's position, please contact Human Resources.

While it is still necessary to print out the form for signature purposes, the appraisal can be completed on your PC by checking the appropriate response and entering supporting comments in the space provided. When you have completed the appraisal simply print it out, review with the staff member, sign as indicated, and return to the appropriate Senior Staff person. Employees may receive a copy of the completed appraisal.

Supervisors are to send the original appraisal form and the employee's self-appraisal to the appropriate senior staff member in accordance with the SCHEDULE PRINTED ON THE BACK OF THIS MEMO.

There will be no increase in salary and wages for the 2009-10 year. Consideration will be given in the middle of the fall semester for modest increases should revenue be significantly greater than projected.

2009 Performance Review Schedule

Hourly Employees (non-office)

Deadlines for appraisals for this group are as follows:

- 3/30 Appraisal Forms available to Department/Supervisor via HR web site
- 4/17 Department sends completed Appraisal Forms to Senior Staff
- 5/15 Senior Staff to send Appraisals to Assoc. VP for Human Resources

Hourly Employees (office)

Deadlines for appraisals for this group are as follows:

- 3/30 Appraisal Forms available to Department/Supervisor via HR web site
- 5/1 Department sends completed Appraisal Forms to Senior Staff
- 5/22 Senior Staff returns Appraisals to Assoc. VP for Human Resources

Salaried Employees

Deadlines for appraisals for this group are as follows:

- 3/30 Appraisal Forms available to Department/Supervisor via HR web site
- 5/8 Completed Appraisal Forms submitted to Senior Staff from Dept's
- 5/25 Senior Staff to send Appraisals to President
- 6/8 President to send Appraisals to Assoc. VP for Human Resources