

HUMAN R

HUMAN RESOURCES ADMINISTRATIVE MANUAL
EMPLOYEE RELATIONS: PERFORMANCE EVALUATION

- **Period:** The first six (6) months of an individual's employment with the University System of Georgia in a regular, benefits eligible position.

Process and Procedures

The University System supports a performance management process that is consistent and continuous, and emphasizes communication between supervisors and employees. Supervisors are expected to assess and ensure optimal employee performance, document acceptable and unacceptable performance, and to improve performance that is below standards or below an employee's capabilities. Critical to meeting this expectation are regular evaluations of an employee's progress, accurate documentation of that progress, and regular communications with the employee.

Each institution shall establish procedures to implement this policy.

Responsible Parties and Contact Information

Party	Responsibility	Phone/ Email/URL
Vice Chancellor USG	Provide guidance to institutional Chief Human Resources Officers on effective performance evaluation systems and instruments; monitor compliance with policy.	404-962-3235 usg-hr@usg.edu
Chief Human Resources Officers	Each institution shall establish and maintain an adequate procedure for implementing this policy; ensure institutional compliance.	See University System HR Officer Listing

Appendices (Internal Documents, Forms and Web Links)

- [Evaluation of Personnel](#)

Related Documents and Resources (External)

- None