



SOUTHEASTERN

L O U I S I A N A U N I V E R S I T Y

Performance Evaluation

This policy applies to Graduate Assistants and Resident Assistants only.

Performance and task standards may be established for each position. Employee supervisors should discuss performance and task standards early in the period of orientation so that there will be a clear understanding as to what is considered standard performance of tasks assigned. Periodically supervisors may formally evaluate an employee's work. To ensure that employees perform to the best of their abilities, it is important that they are recognized for good performance and receive appropriate suggestions for improvement when necessary. All written performance reviews will be based on overall performance in relation to job responsibilities and will also take into account conduct, attitude, attendance, and tardiness, along with other job-related factors. Failure to perform duties satisfactorily will result in the employee's termination.

In addition to the regular performance evaluations described above, supervisors may conduct special written performance evaluations at any time to advise employees of the existence of performance or disciplinary problems.

Employees will have the opportunity to attach any comments regarding a supervisor's evaluation to the appraisal form once the supervisor reviews the performance rating with the employee.