|  |  |  |  |
| --- | --- | --- | --- |
| **Unit:** |  | **Unit head:** |  |
| **Assessor(s):** |  | **Date:** |  |

| **Hiring**  ([MSU Policies website](http://www2.montana.edu/policy) Personnel section)  ([MSU Recruitment and Hiring Handbook](http://www.montana.edu/hraa/handbook.html)) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Recruitment and hiring are conducted in compliance with applicable requirements. |  |  |
| Hire documents are complete, accurate and properly approved. |  |  |

| **Time and Leave Reporting** | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Regular, extra (e.g., overtime) and exception time (e.g., leave) is recorded, complete, reviewed and properly approved. |  |  |

| **Payroll** | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Payroll reports are reconciled periodically and discrepancies are properly resolved. |  |  |

| **Performance Evaluations**  [**http://www2.montana.edu/policy/performance\_evaluation\_policy.htm**](http://www2.montana.edu/policy/performance_evaluation_policy.htm) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Employees are periodically evaluated by their supervisor and supervisors review evaluation results with their employees. |  |  |
| 1. Formal disciplinary action is reviewed, documented and communicated to the affected employee and others as required. |  |  |

| **Terminations** | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| Terminations are reviewed, documented and communicated to the affected employee and others as required. |  |  |
| 1. Termination checklist is completed and properly approved. |  |  |

| **Conflicts of Interest**  [**http://www2.montana.edu/policy/conflict\_of\_interest/**](http://www2.montana.edu/policy/conflict_of_interest/) | **Yes**  **No**  **NA** | **Process Description (who, when, how)** |
| --- | --- | --- |
| A Conflict of Interest Disclosure Statement is made annually by all applicable employees. |  |  |
| All employees, including those exempt from annual disclosure, make disclosures of potential conflicts of interest whenever they occur. |  |  |
| Conflicts of interest are properly managed. |  |  |