



February 3, 2012

To: Vice Presidents, Deans, Department Heads, and Directors
Human Resources Departmental Contacts

Fr: Susan Alt, Director
Employee and Labor Relations

Diane Letendre, Interim Director
Human Resources/Affirmative Action

Re: FY2012 Employee Performance Evaluations: Classified and
Contract Professionals & Administrators

MSU's Performance Evaluation Policy (Personnel policy 600.00) requires that performance evaluations for all employees be completed by April 15th, annually. The policy is available at:

http://www2.montana.edu/policy/performance_evaluation_policy.htm

There is a link embedded within this policy, Performance Evaluation Guidelines, which provides guidance on conducting effective performance evaluations.

As part of the HR Management training series, we will be jointly making a presentation on "Conducting Effective Performance Evaluations". **The target audience is managers and supervisors responsible for conducting the evaluation.**

For your convenience, this session is being offered on two different occasions:

- Monday, February 13th, 11:00am – 12:00 noon, SUB Ballroom D
- Friday, March 9th, 11:00am – 12:00 noon, SUB Ballroom D

Please register online at the MSU Training Registration website:

<https://atlas.montana.edu:9000/apex/f?p=112:1> by clicking on the course name and filling out the registration form. The link to registration website is also available on the Human Resources homepage: www.montana.edu/hr (gray box under the HR Training tab: "Session Registration" link). If you encounter technical difficulties, please contact Elizabeth Meyn, Human Resources at 994-4696 or Elizabeth.meyn@montana.edu.

Listed below are the forms that may be used for evaluations. If you wish to design an alternate evaluation tool, it must be pre-approved by Employee & Labor Relations, for classified employees, or by HR/AA for contract professional employees.

CLASSIFIED EMPLOYEES:

- **Due Date:** Friday, April 13, 2012
- **Submit to: Employee & Labor Relations, 201 Montana Hall**
- A satisfactory annual performance evaluation is required to be on file before a supervisor's request for a Flexible Pay Option (i.e. Lump Sum Bonus, In-Range Progression, Progression, or Strategic Pay) available through the MUS Staff Compensation Plan will be considered.

**Employee and
Labor Relations**

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Mountains & Minds

- For questions or assistance regarding performance evaluations for classified employees, please contact Susan Alt (salt@montana.edu) at 994-3344 in the Employee and Labor Relations office.
- Evaluation forms located at:
<http://www.montana.edu/hr/EmployeeRelations.htm>

CONTRACT PROFESSIONALS & ADMINISTRATORS:

- **Due Date:** Friday, April 13, 2012
- **Submit to: Human Resources/Affirmative Action Office, Hamilton Hall, Room 114**
- A satisfactory annual performance evaluation is required to be on file before any salary adjustment requests may be submitted and authorized for contract professional employees.
- For questions regarding performance evaluations for Contract Professionals and Administrators, please contact Diane Letendre (dletendre@montana.edu) or Janell Barber (janellb@montana.edu) in the HR/Affirmative Action office at 994-2042.
- Evaluation forms located at:
<http://www.montana.edu/wwwaffrm/evaluations.html>

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All performance evaluations will be retained in the employee's official personnel file maintained by the Human Resources office, 19 Montana Hall.

FACULTY:

- Faculty evaluations are due to the Provost's office by Friday, March 30, 2012.
- For questions regarding the review process for faculty, please contact the Provost's Office, at 994-4371.

Thank You!

cc: President Cruzado
Dennis Defa, CHRO