

College of Social Work
Staff Annual Performance Evaluation Guidelines

Overview

In accordance with [University of Kentucky Human Resources Policy and Procedure #61](#), the College of Social Work (CoSW) requires completion of an annual performance evaluation (PE) for most staff employees.

The purpose of this document, effective as of Fall 2024, is to outline CoSW's expectations related to the PE.

Purpose

The staff PE process offers a consistent approach and operating philosophy for providing feedback and assessment of employee performance through annual evaluation. The completion of an annual PE for the following staff employees is required:

- All STEPS employees who have been employed at CoSW for one year or longer
- All regular staff employees, including both full-time and part-time

If an employee in one of these categories does not receive a PE, they should submit a request for such to their supervisor and, if necessary, the next-level supervisor.

Please note that CoSW expects that supervisors will provide evaluation, including feedback and coaching, throughout the year on an ongoing and timely basis, culminating each year in the annual PE.

Process

The annual PE reviews activity which occurred during a calendar year (e.g., January 1-December 31, 2025).

For STEPs employees, CoSW will utilize a college-specific PE system and schedule. Further information regarding this process will be sent to STEPS employees and their supervisors from Diana Pérez La Rotta, Human Resources Manager.

For regular staff employees, the process operates in the *Performance Management* section of [myUK](#), typically launching in early December and due in early March. CoSW utilizes the university-wide PE system and schedule, but will also incorporate additional deadlines for milestones as follows:

Milestone	Date	Responsible Party	Notes
PE Launch Day	December 1, 2025	N/A	This is the date that 2025 PEs are available in the myUK system. No action is required on this date.

Position updates due for 2025 PE	December 12, 2025	Supervisor	CoSW HR will contact you if this deadline is applicable to you.
Self-evaluation	No later than January 21, 2026	Employee	Although the university classifies the self-evaluation as optional, it will be required as part of the CoSW process to ensure an equitable experience for all and also to ensure that the employee's perspective is appropriately considered during the PE process.
Completion of the PE	No later than February 4, 2026	Supervisor	Should a supervisor fail to complete a PE for any of their staff employees, this may result in the supervisor receiving a "Does Not Meet Expectations" assessment in the relevant Major Job Responsibility (MJR) of their PE.
Meeting to discuss PE	No later than February 25, 2026	Employee + Supervisor	If an employee has a fully remote work schedule, this meeting can occur via Zoom. Otherwise, the meeting is expected to occur in person.
Signature of the PE	No later than March 6, 2026	Employee	The employee's signature indicates the employee has acknowledged and received the evaluation, but does not necessarily indicate the employee's agreement with its content. If needed, the employee may indicate any disagreement in the "Year End Comments" section prior to signing the evaluation.
Submission of the completed PE to CoSW	No later than March 11, 2026	Supervisor	For each staff employee, the supervisor should download the completed

			<p>PE from myUK and email a copy to Angie Chaparro for placement in the employee's personnel file. This allows CoSW to ensure that the process has been completed for each regular staff employee.</p>
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Ratings

The PE system requires the [assignment of a rating](#) for each area related to an employee's position. The rating scale options and criteria for each detailed below are applicable for STEPS and regular staff employees, and should be utilized consistently by all employees and supervisors:

- 1 = Does Not Meet Expectations
 - Employee did not consistently meet the job standards
 - Performance needs improvement in areas of consistent weakness
 - Employee requires close supervision to meet expectations
 - If employee fails to improve, corrective action may be recommended
- 2 = Meets Expectations
 - Employee consistently met the job standards
 - Results were timely and accurate and were produced with minimum supervision
 - Employee recognized and adjusted well to changes in work situations and assignments
 - Solid, good performance was the employee's norm
- 3 = Occasionally Exceeds Expectations
 - Employee periodically exceeded the job standards
 - Employee achieved results above expectations
 - Employee showed exceptional performance and effort from time to time
 - Performance is sustained and uniformly high with thorough and on time results
- 4 = Consistently Exceeds Expectations
 - Employee clearly and consistently exceeded the job standards
 - Exceptional performance and effort was the employee's norm
 - Employee achieved results well beyond expectations
 - Employee contributed unique, innovative and workable solutions to projects and/or problems

Based on the rating scale and criteria as detailed above, it is the position of CoSW that a "Meets Expectations" rating indicates an employee is appropriately performing the responsibilities of their position.

The ratings of "Occasionally Exceeds Expectations" or "Consistently Exceeds Expectations" are achievable, but should be utilized intermittently and only in appropriately qualified circumstances. It would be rare for an employee to receive "Consistently Exceeds Expectations" in every area in a single year. Any assignment of a "Occasionally Exceeds Expectations" or "Consistently Exceeds Expectations" rating should be accompanied by specific justification, including examples and/or documentation.

If a rating of “Does Not Meet Expectations” is assigned for any area, a Performance Improvement Plan (PIP) shall be completed in accordance with [the PIP process established by the university](#).

A set of core competencies, encompassing the university’s shared common goals, is also included in the PE but is not weighted toward the overall score.

Other expectations

Because the PE requires the assignment of a rating for each area related to an employee’s position, it is important that an employee’s job description is an accurate representation of the work they are expected to perform. CoSW carried out a MJR review process in Fall 2023, which provided the opportunity for any inaccurate job descriptions to be rectified to ensure that an employee’s work performance can be accurately evaluated during the annual PE process.

If you have any questions regarding the annual staff performance evaluation process, please contact [Diana Pérez La Rotta](#), Human Resources Manager.