
Employee Performance Feedback Guidelines

Guidelines: [System Regulation 33.99.03. Performance Development and Evaluation for Non-faculty Employees](#) allows heads of departments and similar units to require more frequent and special employee evaluations as deemed necessary. The Employee Performance Feedback document may be used to provide this feedback to employees **in addition to the annual evaluations process** and would be appropriate for new hires and transfers.

Instructions for Completing the Employee Performance Review document:

Name, Title, Department, Date of Hire/Transfer: Fill in the appropriate information in the text form fields

Review Number: Indicate whether this is the first, second, or other review (drop down box)

Review Date: Fill in the date of the review in the text form fields

Rating Factors: Rate the employee according to the performance history for the time period in question. Checkbox form fields are provided for rating Outstanding (O), Exceeds Expectations (E), Meets Expectations (M), or Does Not Meet Expectations (DNM). The rating categories and criteria are the same as those contained in the University's annual performance evaluation form, *Texas A&M Performance Development for Non-Faculty Employees*.

Supervisory Comments: Attach comments which provide appropriate and specific feedback to the employee. Inform the employee about the quality of their work, identify those areas needing improvement, set specific objectives for the employee, and provide an opportunity to discuss career goals and the support needed to meet those goals.

Employee Comments (optional): The employee may attach comments relating to the review and their progress in meeting supervisory expectations.

EAP Statement: Advise the employee of the services provided by the Employee Assistance Program (EAP). The Employee Relations office recommends using the terminology provided on the Performance Review form.

Signatures/Dates: The employee and the supervisor should sign and date where indicated. Additional signatures may be required by your department.

Distribution: Distribute as indicated on the form and as required by your department.