

## The Heller School for Social Policy and Management

**Policy #:** HS 7

**Issue Date:** August 9, 2018

**Subject:** Annual Staff Performance Reviews

**Purpose:** To establish clear procedures regarding annual performance reviews for Heller staff members

### **I) Procedures**

- A.** All Heller administrative staff and research staff below the title of Senior Research Associate (SRA) are to receive an annual performance review, in compliance with Brandeis policy. Review forms are at <https://www.brandeis.edu/humanresources/compensation/performance.html>
- B.** The review process should be completed by the end of the month designated by the dean each year. Steps are as follows:
- C.** Staff will receive a pre-review input form from their supervisor to fill out, along with a copy of their job description, if needed. The staff person completes the Employee Pre-review Input Form, updates her/his job description for any changes in position responsibilities and submits these to his/her supervisor for review no later than a deadline designated by the supervisor.
- D.** The supervisor reviews and approves any job description revisions, reviews the staff person's pre-review input and then completes either the Annual Performance Evaluation Form, or otherwise concisely documents her/his assessment of the staff person's performance.
- E.** Before the designated deadline for submission of the performance review, the supervisor schedules a face-to-face meeting with the staff person to discuss the staff person's pre-review, any changes to the job description and the supervisor's assessment. This discussion should also include professional development options, career advancement and promotion opportunities.
- F.** The completed documents should be signed by the staff person, supervisor and submitted to the chief administrative officer, with a copy retained by the supervisor and staff person. The supervisor should include the employee's pre-review input form in their submission of materials to the Chief Administrative Officer.

- G.** The chief administrative officer will log receipt of the review materials, review and approve and then submit them to Human Resources. Additionally, revised job descriptions will be reviewed to determine if the changes warrant a review by Human Resources for a change in title and/or compensation.
  
- H.** In the event a staff person does not receive or have scheduled a performance review two weeks prior to the performance review submission deadline, s/he should notify the chief administrative officer who will follow-up with the supervisor.