

Vice Chancellor, Business and Finance DATE

Performance Evaluation Procedures	
Purpose	
1.1	It is the intent of the University of Nebraska Medical Center to effectively manage employee performance from the date of hire to the date of separation from employment.
Scope	
2.1	The UNMC Performance Evaluation is applicable to all UNMC Office/Service and Managerial/Professional positions. This policy is not applicable to Faculty and Academic Administration.
Basis of the Policy	
3.1	The University of Nebraska Medical Center (UNMC) follows the performance management policies set forth in the University of Nebraska Central Administration personnel policies including: Performance Evaluation; #7358. UNMC Performance Evaluation Policy #1097.
Authorities and Administration	
4.1	UNMC Division Director, Staffing, Compensation, Records & HRIT is responsible for the administration, implementation, and maintenance of the Performance Evaluation policy at the campus level in consultation with the Assistant Vice Chancellor, Director of Human Resources.
Procedures	
5.1	<p>Performance evaluations should be completed annually for all employees. Performance evaluations should also be completed at the end of an office-service employee's original six-month probationary period or after the first six months of an internal transfer to a new position at UNMC.</p> <p>It is desirable to complete a first performance appraisal after an employee's first six months in a new job, as a tool for communication, re-orientation, and establishment of a baseline of performance. The performance appraisal should be a reflection of the employee's entire work performance, which includes both the work product and workplace behaviors, and should cite areas of strength; areas in need of improvement, as well as future planned developmental goals.</p> <p>All performance evaluations must be completed within the context of Performance Leadership and NU Values. For more information click here.</p>
Notice of Non-Discrimination	
6.1	Please see UNMC's Notice of Non-Discrimination regarding the University of Nebraska Medical Center's commitment to creating a diverse and inclusive working and learning environment free from discrimination and harassment.
For assistance in creating performance evaluation tools, please contact the UNMC Division Director, Staffing, Compensation, Records & HRIT at 402-559-2710.	