

# STOCKTON UNIVERSITY



## PROCEDURE

### Performance Evaluation for Classified Employees

Procedure Administrator: Associate VP for Human Resources

Authority: N.J.A.C. 4A: 6-5.1 to 5.3

Effective Date: January 5, 2009; May 30, 2009; August 10, 2010; January 5, 2011;  
December 29, 2018

Index Cross-References:

Procedure File Number: 6305

Approved By: Harvey Kesselman, President

Stockton University evaluates the performance of each employee every year. The evaluation may be for the purpose of: consideration for promotion, job improvement or communication of employee performance. The evaluation shall be in writing and shall consist of an analysis of the employee's job performance in relation to their position description and the goals previously set forth in writing by the employee's supervisor after consultation with the employee.

The University is required to apply the Performance Assessment Review (PAR) in accordance with the New Jersey Civil Service Commission (CSC) rules and regulations and negotiated union agreements.

### PROCEDURE UTILIZED FOR CLASSIFIED EMPLOYEES:

The Performance Assessment Review (PAR) is an assessment tool that utilizes a three-level rating scale (exceptional, successful and unsatisfactory), and that requires two meetings within the rating cycle: an interim and final meeting.

The main participants in the PAR are the Ratee (the employee being rated), the Rater (the immediate supervisor who receives and assigns the work), and the Reviewer (the Rater's supervisor or manager).

Further details of the evaluation process can be found in the PAR Handbook on the Civil Service Commission website and the PAR standardized forms are available on the Office of Human Resources website - [PAR](#).

**TRAINING:** The University will conduct annual training sessions to prepare employees new to the PAR system for its use. The training will include familiarization with development of the various PAR rating components: Job Expectations, Performance Factors, Rating Computations, Justification Sheet and Development Plan, and Significant Performance Events Fact Sheet.

Review History:

	Date
Associate VP for Human Resources	12/04/2018
General Counsel	12/19/2018
Cabinet	12/19/2018
President	12/29/2018