

North Dakota State University

Policy Manual

SECTION 221 BROADBANDED STAFF RESPONSIBILITY REVIEW

SOURCE: NDSU President

1. Responsibility Reviews (which meet the requirements of the NDUS Human Resource Policy Manual, Section 17, Performance Development) are conducted by the supervisor to discuss an employee's past performance of duty and to serve as a guide for development of future performance *and refinement of organizational processes and systems*. At the completion of an employee's probationary period and at least once a year thereafter, each staff employee and his/her supervisor will discuss the employee's job performance after obtaining feedback from a variety of sources.

The Review consists of a review and possible updating of the position description, a review of prior goals, analysis of feedback, the setting of new goals and a plan to achieve those goals, and identification of resources, including training, that are needed to accomplish the goals.

After this discussion the employee will be asked to sign the form. The signature does not mean that the employee agrees with the review, but that the employee has seen it. If the employee does not agree with the supervisor's review of his/her performance, then, the employee may submit a written statement regarding the review which will be attached to the Responsibility Review form. These reports are a permanent part of the employee's official personnel file in the Office of Human Resources/Payroll.

2. *The Office of Human Resources/Payroll will send letters quarterly to remind supervisors of the due dates for an employee's Responsibility Review. If a change needs to be made in a reporting structure, contact the Office of Human Resources/Payroll to reflect this change.*

HISTORY:

New	July 1990
Amended	June 1995
Amended	July 1997
Amended	December 1999