

Northeastern University

HUMAN RESOURCES

Effective Date: April 2, 2014

Date Revised:

Supersedes: Policy on
Performance Planning and
Appraisals

Related Policies:

Responsible
Office/Department: Human
Resources Management

Keywords: performance
management; evaluation;
appraisal

Policy on Performance Appraisals for Non-Faculty

I. Purpose and Scope

Northeastern University has established a performance evaluation process to provide guidance and feedback to employees on how they are meeting the requirements and expectations of their jobs. Accordingly, regular employee performance appraisals are required, as set forth in this policy. Such assessments are meant to provide employees with an objective assessment of their performance and information that can assist employees in setting goals and improving and enhancing their performance. This policy applies to all non-Faculty employees in administrative/professional, office, technical, and service positions.

II. Definitions

N/A

III. Policy

At least annually, managers and supervisors must prepare and provide a written performance appraisal for each Administrative/ Professional, Office/Technical, and Service staff member they supervise, generally in connection with the university's fiscal year. Managers and supervisors must conduct these performance appraisals in accordance with the standards established by HRM and distributed to department heads. Employees subject to collective bargaining will be reviewed pursuant to the provisions of the applicable collective bargaining agreement, including as to any schedule for performance appraisals set forth in such a collective bargaining agreement.

IV. Additional Information

Guidelines for performance appraisals are prepared by HRM and distributed to department heads. These guidelines may be modified from time to time.

V. Contact Information

HRM Customer Service Center: 250 Columbus Place; 617-373-2230; HRMInfo@neu.edu