

Guiding Principles and Best Practices

The guiding principles for RIT's staff performance appraisal (PA) model and process, represent best practices, including that they:

- Begin with an agreed-upon position description and identified core competencies for the position.
- Relate individual's performance to department, college/division, and university policies, procedures, and strategic plans.
- Include core values to assess how results were achieved (behavior) as well as what results were achieved (outcomes).
- Include components of a self-appraisal, training and professional development plan, and opportunity for employee response.
- Provide multiple options for communication tools (forms).
- Include upward appraisals for all supervisory levels.
- Provide performance metrics so staff members understand what good/great performance "looks like".
- Encourage dynamic performance communication, not static.
- Approach the PA as a "development and performance plan," recognizing that a PA fundamentally remains an evaluation.
- Hold supervisors accountable for conducting PA's as a required performance metric.
- Provide guidance and support to supervisors to conduct PA's.
- Reinforce the expectation that supervisors apply the PA policy and procedures consistently among staff or groups of staff.
- Provide required training in the PA model and process for supervisors and staff.