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I. REASON FOR THIS POLICY

This policy establishes the University of South Dakota’s (USD) policies and procedures for conducting annual and probationary performance appraisals of Career Service personnel.

II. STATEMENT OF POLICY

The overall objective of performance reviews is to provide a means for two way communication wherein employees and their supervisors can discuss mutual expectations, review performance, and plan future goals.

Probationary Career Service employees will receive a performance review at the 3 month and 5 month date following start of employment. Completed and signed copies will be provided to Human Resources in a timely fashion.

Status Career Service Employees will receive annual performance reviews. The completed and signed reviews must be received in Human Resources before May 1 of each year. If a probationary 5 month review has been completed after March 1, an annual appraisal does not need to be submitted.
III. DEFINITIONS

**Career Service Employee** – Category of employees whose duties are defined in the classification system under the Career Service Act of South Dakota.

**Performance Appraisal** – the document used to evaluate and record the performance of an employee:
- Career Service Annual Planning and Review (status employees)
- Career Service Probationary Planning and Review (probationary employees)

**Status Employees** – Career Service employees who have served more than 1040 hours of employment.

**Probationary Employees** – Career Service employees who have served less than 1040 hours of employment (6 months for a full-time employee).

IV. PROCEDURES

The supervisor will schedule and conduct the annual performance appraisal. Based on employee status (probationary or status), the appropriate form provided by Human Resources will be used. In consultation with Human Resources staff, appropriate supplemental attachments, or alternative ways of using the form, may be considered.

Vice Presidents or Directors may alter the process to require a review of the supervisor’s comments before the appraisal is given to the employee.

Both the supervisor and the employee will sign and date the form. If the employee refuses to sign, the supervisor should note this on the form. Employees may attach additional comments or rebuttals to be included in the employee’s performance review file.

The completed form will be routed to the supervisor’s supervisor for review and signature.

The supervisor’s supervisor will route the completed form to Human Resources.

V. RELATED DOCUMENTS, FORMS AND TOOLS

Career Service Annual Planning and Review - [https://portal.usd.edu/administration/human-resources/performance-management.cfm](https://portal.usd.edu/administration/human-resources/performance-management.cfm)

Career Service Probationary Planning and Review - [https://portal.usd.edu/administration/human-resources/performance-management.cfm](https://portal.usd.edu/administration/human-resources/performance-management.cfm)