



**MOLLOY
UNIVERSITY**

Policy # HR.410
Performance Appraisal
Responsible VP: VP for Finance,
Treasurer
Responsible Office: Human
Resources
Approved By: Cabinet
Approved: 07/01/2022
Effective Date: 07/01/2022
Scope: Non-Faculty Employees
Last Revised: 07/01/2014
Last Reviewed: 07/01/2022

PERFORMANCE APPRAISAL

The work of the members of the Molloy Community is critical to the University's mission and success. Setting performance goals and providing feedback to ensure attainment of those goals are essential in maximizing our human resources.

Managing employee performance is a key responsibility that requires a significant investment of time and attention. Its primary purpose is to facilitate communication between employees and their supervisors in evaluating how well they are performing their job responsibilities, and in devising ways for employees to become involved in continuously improving their own and their department's performance.

The performance appraisal form should be completed by the supervisor no later than one week before the end of the employee's probationary period and once a year thereafter in conjunction with the University's annual review process. The performance appraisal process should in no way be considered as determining the existence or nature of any employment agreement or guaranteed salary adjustment.