**EHRA NON-FACULTY ANNUAL PERFORMANCE EVALUATIONS**

**GUIDELINES FOR USING LETTER FORMAT**

EHRA Non-Faculty Annual Performance Evaluations can be documented using a form or a letter. Regardless of method, an accurate and fair assessment of the employee’s strengths and weaknesses is paramount to a successful working relationship and to mitigate issues before they become untenable. It is also important that the letter follow certain guidelines in order to ensure thoroughness and consistency.

At a minimum, supervisors should consider including information in the letter about how the employee’s work performance during the evaluation period:

* Related to departmental or unit goals (that are tied to the university’s strategic goals)
* Achieved, furthered or failed to achieve goals established by the employee from the prior performance evaluation period
* Exceeded, met or failed to meet performance expectations as set by the supervisor

In addressing the above-listed items, the letter should include the following:

* Basic “year in review” summary of performance
* Acknowledgement of any items of note presented through employee’s self-appraisal (if applicable)
* Recognition of any particular areas of success or achievement from the evaluation period
* Guidance/coaching on areas requiring improvement and recommendations or directives to address those areas (be specific)
* Information relating to any compliance responsibilities, including evaluating compliance related expectations from the previous year and communicating compliance related expectations for the upcoming year
* Any current or anticipated changes in duties and responsibilities for the upcoming year
* General career development suggestions
* Identification of any opportunities for professional / leadership development (trainings, workshops, seminars, etc.)
* Goals and future expectations for the upcoming performance evaluation period
* Overall general classification of performance

A sample letter is provided on the next page. The letter may be written prior to or following an in-person meeting with the employee—it is up to the supervisor’s personal preference, however, if the letter is prepared following the annual evaluation meeting it allows for incorporation of discussion that occurs during the meeting.

**SAMPLE EHRA PERFORMANCE EVALUATION LETTER**

[Place on Letterhead]

[Date]

[Employee Name]  
[Employee Work Address]

Dear [Employee Name]:

In compliance with NCSU REG 05.50.08 (Annual Evaluation of EHRA Non-Faculty), it is my responsibility to provide you with a written evaluation of your performance to help ensure effective work efforts and to focus on the continued successful achievement of the University’s goals and objectives. [This letter supplements our meeting on [date]]

In accordance with your job description and your duties as assigned, and in conjunction with our department’s goals, I am providing you with the following assessment of your performance:

[Narrative or discussion outline that covers above-listed bulleted items].

[Name], thank you for your service to NC State University. [Add in any other brief closing or note to the specific employee here.]

Sincerely,

[Supervisor Name]  
[Supervisor Title]

[Attachment: Employee Self Evaluation] *if applicable*