



PAR/ePAR Roles, Responsibilities, and Review Sections

PAR/ePAR Roles & Responsibilities

RATER: the supervisor, evaluates and discusses employee’s work progress, job expectations, responsibilities, and performance throughout the year. All parts of the ePAR process (initial, interim, final) are initiated by the Rater.

RATEE: the employee, receives an evaluation of current progress with job expectations and responsibilities.

REVIEWER: the Rater’s supervisor, ensures that that PAR evaluations have been processed. The Reviewer may discuss the unit goals with the Rater. The Reviewer may also resolve any concerns between the Ratee and Rater.

- All PAR/ePAR forms require three signatures: Ratee, Rater, and Reviewer.
- The Rater is responsible for initiating the PAR/ePAR and ensuring its completion.

PAR/ePAR Review Sections

Review Section	Definition
Major Goals of Unit/Work Group <i>(Initial ePAR)</i>	<ul style="list-style-type: none"> • Listing of the department/unit’s goals. • Work Unit or Group’s overall purpose as it relates to/supports the overall mission of the University. • Should be the SAME for all employees in department.
Major Goals of the Ratee <i>(initial ePAR)</i>	<ul style="list-style-type: none"> • Identifies the individual goals of the Ratee that support the department’s goals/purpose. • How does the Ratee’s job make a contribution to the department’s accomplishment of goals?
Major Job Responsibilities and Essential Criteria <i>(initial ePAR)</i>	<p>Job Responsibilities</p> <ul style="list-style-type: none"> • Approximately 6-10 broad duties which must be accomplished to achieve the department’s and individual’s goals. • Critical to the job, done often and comprise a large portion of the role. • Accurately reflect the actual work over which the employee has control (responsibility, authority, resources to act, etc.). <p>Essential Criteria</p> <ul style="list-style-type: none"> • Provide specifics and detail as to how the responsibilities should be completed. • Statements of what should be done to complete a responsibility successfully. • At least one criteria is required for each responsibility.

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Ratings Criteria used for all Job Performance Factors <i>(Interim and Final Review)</i>	<p>1: Failed to achieve most or all essential quality criteria.</p> <p>2: Achieved or occasionally exceeded all essential quality criteria.</p> <p>3: Significantly exceeded essential quality criteria.</p>
Job Achievement Factors <i>(Interim and Final Review)</i>	<ul style="list-style-type: none"> • Goal Achievement • Quality of Work • Quantity of Work • Timeliness
Job Related Factors <i>(Interim and Final Review)</i>	<ul style="list-style-type: none"> • Communication • Conscientiousness • Customer Service • Flexibility • Job Knowledge/Skills • Problem Solving & Analytical Skills • Safety • Self-Management • Teamwork • Decisiveness
Job Related Factors for employees who supervise others <i>(Interim and Final Review)</i>	<ul style="list-style-type: none"> • Communication • Customer Service • Job Knowledge/Skills • Managing Resources • Planning, Organizing, & Evaluating • Problem Solving & Analytical Skills • Safety • Self-Management • Teamwork • Decisiveness
Justification for Evaluation <i>(Interim and Final Review)</i>	<ul style="list-style-type: none"> • Narrative sharing justification of review ratings
Development Plan - OPTIONAL <i>(Interim and Final Review)</i>	<ul style="list-style-type: none"> • If improvement is needed in any of the Performance Factors areas, a development plan should be included at the end of the review. • The plan should include specific, measurable objectives that are achievable, and timebound.
Notes	<ul style="list-style-type: none"> • Added by Rater • Not seen by Ratee • Not part of official review • Automatically deleted at the end of review cycle
Significant Events	<ul style="list-style-type: none"> • Used throughout the review cycle • Recording of positive/negative items • Record changes to the ePAR • Events can be edited • Ratee signs to acknowledge event