

SELECTION OF PERFORMANCE FACTORS

Classification: \_\_\_\_\_  
Department: \_\_\_\_\_  
Position No.: \_\_\_\_\_

DUE BACK \_\_\_\_\_

Job-related performance factors must be chosen by the supervisor for each new, reclassified or reallocated position. These factors will be used to evaluate the employee for both the probationary period and annual evaluations.

Using the current job description, please select from five to ten factors based upon clear, objective, job-related criteria. These factors will remain with the position unless there is a significant change in the position.

If the position has been reclassified or reallocated with the present employee, then it would be appropriate to give the selection of performance factors to the employee affected for their study and review. Next, the supervisor should review the selection with the employee affected for concerns they may express and the opportunity to discuss any differences of opinion. Should these differences prove to be irreconcilable, the supervisor is ultimately responsible for choosing the performance factors. The step should be followed only if the employee is not new to the position.

This procedure is the first step in probationary and annual employee performance evaluations. Performance evaluations are beneficial to the employee, to the supervisor and the university as a whole. Your cooperation in selecting these factors will assist in the evaluation process.

Performance Factors: Definitions: <https://www.niu.edu/manager-toolkit/develop/reviews.shtml>  
(Minimum – 5 factors; Maximum – 10 factors)

---

Date