Why conduct personnel evaluations?

**Employee:**

Understands level of performance necessary to meet job requirements

Informs him/her about quality of work currently being performed

Helps employee identify areas of performance that need improvement, and provides guidance on how to improve

Provides opportunity to communicate problems and issues of concern to employer

Provides recognition for outstanding performance

**Employer**:

Identifies excellent performers

Identifies poor performers

Provides documentation in case of challenges to employment decisions

Identifies institutional deficiencies

e.g. poor hiring practices, poor supervision, poor training, poor working conditions.