

# PERSONNEL

## PERFORMANCE EVALUATIONS

---

### Overview

Performance evaluation has two major functions in an organization. First, it is a process that is used for employee development. The comments employees receive from the appraisal assists the employee in recognizing how their performance level compares to the expectations of management, and provides recommendations for training, or remedial action. Second, performance appraisal provides consistent criteria and evaluation for management to use for administrative decisions such as promotion and salary evaluation.

The [Annual Evaluation Form](#) is used to document audit management's review of the auditor's annual performance.

The Project Evaluation Form is used to document audit management's review of the auditor's achievement of the audit's objectives and their compliance with departmental standards. It is just one of the components of the overall process of supervision and development of the audit staff to ensure compliance with IIA and departmental standards. The Form is designed to evaluate how the project, and the staff assigned, assisted in achieving the Mission and Vision of the Office of University Audits, and to offer suggestions for improvement. Audit management will complete the Project Evaluation Form for projects with more than 200 actual hours and review it with the auditor.

The template of the Project Evaluation Form is under the gray Maintenance tab, Standard Library, Audit Formats section of Auto Audit.