


A-14/15/MPD	 FACULTY OF SCIENCE PALACKÝ UNIVERSITY IN OLMOUC DEAN'S METHODOLOGY GUIDELINES	A-14/15/MPD
METHODOLOGY GUIDELINES FOR EVALUATION OF PRODUCTIVITY AND JOB PERFORMANCE OF EMPLOYEES		
Content:	Dean's methodology guidelines	
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Force and effect:	upon signing and publishing	
Distribution list:	Dean, Vice- Deans, Secretary of the Faculty Heads of Faculty departments Secretaries of Faculty departments	

THIS TRANSLATION HAS AN INFORMATIVE TRANSLATION, THE WORDING IS NOT OFFICIAL.
 CZECH LANGUAGE PREVAILS IN CASE OF ANY DISPUTES.

These methodology guidelines were drafted in order to unify the approach of leading employees of the Faculty of Science of Palacký University in Olomouc (hereinafter referred to as the “Faculty”) when evaluating productivity and job performance of subordinate employees pursuant to Rector’s Methodology guidelines B3-13/2-MPR.

1. Leading employees are obliged to execute employee evaluation at the respective departments once per year.
2. To evaluate employees use IS HAP system (<http://hap.upol.cz>).
3. Evaluation for the respective calendar year must be completed by the end of January of the following year.
4. Employee evaluation is documented electronically in IS HAP system.
5. The Dean of the Faculty is responsible for evaluating the leading employees.

In Olomouc on November 13, 2014

prof. RNDr. Ivo Frébort, CSc., Ph.D.
Dean of the Faculty of Science