



**To:** All Full and Part-Time Staff and their Supervisors  
**From:** Vice President of Finance *man*  
**Date:** August 3, 2018  
**Subject:** Staff Performance Evaluation

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### **Purpose**

To provide a process to evaluate the performance of the college staff on both behavioral competencies and work goals.

### **Rescission**

None

### **Overview**

Feedback on, and improvement of, job performance are essential ways for employees to continue growing. This policy establishes the process for the annual written appraisal of the performance of each staff member against established goals and behavioral competencies aligned with the mission of the College.

### **Implementation and Administration**

#### Procedure

1. At the beginning of the Review Period, (July 1 – July 31), the supervisor and the employee meet to establish and document the employee's *Performance Goals* and review the *Behavioral Competencies* the employee needs to demonstrate in order to be successful. As part of this process, the supervisor and employee should review the employee's current job description and note changes or additions to the job description. Upon completion of the job description and annual performance goals, the employee and supervisor should both sign the *Staff Performance Evaluation*. The supervisor should return the signed Staff Performance Evaluation and any revisions to the employee's job description to Human Resources. The supervisor and employee are encouraged to maintain copies of the evaluation in order to better facilitate conversation about and progress toward the established goals.

Every supervisor is encouraged to meet with each employee at least once throughout the review period to conduct an interim performance appraisal and to make adjustments in the expectations/goals due to any changes in direction or priorities of the department.

This is also an opportunity for supervisors to discuss the employee's progress toward each of the performance expectations/goals and initiate action toward improvement, if needed.

2. At the end of the review period (May 1 – June 15), HR will send a notification to the employee to complete the self-evaluation Section B. Performance Goals. Upon completion the employee should forward the evaluation to the supervisor to complete the **Staff Performance Evaluation** form. The supervisor should rate each behavior competency and performance goal using the ratings of Exceeds Expectations, Meets Expectations, Needs Improvement or Does Not Meet Expectations. The supervisor should provide concrete examples of behaviors observed and tasks and projects to support the ratings. The Supervisor will then rate the employee's overall performance using the same rating scale.
  - a. Any evaluation rated with *Needs Improvement* or *Does Not Meet expectations*, must be accompanied with supporting documentation for a **Performance Improvement Plan (PIP)**. All PIP's must be in place within two weeks of the completion of the performance cycle.
3. The supervisor must submit the completed Employee Performance Evaluation form to the Division Vice President for initialing prior to the final employee meeting to ensure objectivity and fairness.
4. Upon approval from the Division Vice President, the supervisor must meet with the employee to discuss the performance evaluation. Upon completion of the performance meeting, the employee may add any additional comments to the performance evaluation. The employee and supervisor should then both sign the performance evaluation. *It is important to note that the employee's signature acknowledges that they received the performance evaluation and not that they agree with the rating.*
5. The supervisor must forward the signed evaluation form to HR to place in the employee's personnel file. The employee may also retain a copy of the signed evaluation.

**Effective Date:** August 3, 2018

**Review Date:** July 2019

**Contact with questions:** Director of Human Resources

**Action:** All full and part-time staff and their supervisors must follow this policy.

**Attachments:** Staff Performance Evaluation