

Section: Performance Evaluation

Adoption Date: 8/15/19

Revision Date:

Sponsoring Unit/Department: Human Resources

Performance Evaluation

The performance evaluation process is designed to work with and encourage the informal day-to-day practice of performance feedback to promote and develop employee success. Performance evaluations are completed on an annual cycle.

The purpose of a performance evaluation is to:

- review the duties of the position;
- communicate performance expectations;
- support the employee in accomplishing their duties;
- assess and provide feedback on employee performance and conduct;
- afford the employee a formal opportunity to discuss successes/difficulties that occurred within the review period, and establish goals for the next review cycle;
- identify strategies and support for continuous growth and improvement.

The performance evaluation process and instruments will be reviewed on a periodic basis by working groups with employee input.

Detailed information about the performance evaluation process and the related forms are available via the College's evaluation management system. Substantive changes to the performance evaluation process for either staff or faculty will be referred to the AERC for input.

An evaluation should incorporate the input of all supervisors during that evaluation cycle, when possible. If a supervisor has supervised an employee for less than 90 days, either the performance evaluation may be extended by up to three months, or the evaluation may be conducted using the input from the immediate previous supervisor.

A performance evaluation may include completed or ongoing disciplinary action(s) along with the progress/outcome of those actions. However, the performance evaluation is not a means to initiate disciplinary action.