

**TO:** Staff, Administrators, and Department Chairs

**FROM:** Eric Noll, Chief HR Officer & Gwen Pulvirent Associate Director Human Resources

**DATE:** March 12, 2018

**RE: 2017 PERFORMANCE EVALUATIONS**

The College requires written annual performance evaluations for all staff and administrators. Completed evaluations should be returned to the respective Responsibility Center Head by Friday, May 4. The Performance Evaluation process is intended to assess relative performance for a full twelve month period. Depending on operating cycle, departments may determine the period they intend to evaluate (i.e. January to December, July to June, or September to August, etc.). Supervisors should document accomplishments, performance criteria, and goals/objectives. Things to remember:

- An updated job description is an excellent tool for communicating job expectations and should be reviewed annually during the performance evaluation process. If a job description needs to be created or updated, then the manager/supervisor and employee should work with Jennifer Blessing to accomplish this. Goals should tie back to the employee's job description.
- "Met Expectations" is an enviable rating and the top "Far Exceeded Expectations" rating is to be reserved for a much smaller percentage of employees that have demonstrated performance that consistently and/or greatly exceeded job requirements.

Forms are available via the [Human Resources web page](#).

Human Resources can also provide copies of the new forms. Copies of previous Performance Evaluations are available upon request.

**SUPERVISOR'S EVALUATION GUIDELINES**

- If possible, attend a training meeting
- Have each of your employees complete and provide you with a self-assessment form
- Have each of your employees, preferably electronically and on the actual Performance Evaluation form, complete and provide you with their 2017 Accomplishments and 2018 Goals
- Review prior year evaluation to determine if goals and objectives have been met
- If applicable, get feedback from the people your employee does work for
- If applicable, get feedback from the people your employee supervises
- Recap employee's accomplishments
- Accurately and honestly assess the employee's performance during the past year
- Develop constructive comments (required)
- Establish "SMART" (Specific, Measureable, Achievable, Relevant and Timely) goals and objectives
- Have your department head or responsibility center head review each performance evaluation, prior to administering it with your employee, if any of the following apply:
  - New employee
  - First time supervisor is completing performance evaluations
  - Overall Performance rating of "Did Not Meet Expectations"
  - Overall Performance rating of "Far Exceeded Expectations"
- Meet individually with each employee to review performance as documented on the evaluation form
- Provide each employee a copy of his or her completed evaluation

Employees with two continuous years of a "Needs Improvement/Did Not Meet Expectations" rating will be subject to disciplinary action up to and including termination. Employees receiving a "Did Not Meet Expectations" Overall Performance rating should be appropriately counseled, warned that continued ratings of

“Did Not Meet Expectations” will result in further disciplinary action and should be provided with a written Performance Improvement Plan (PIP) developed by the department and Human Resources.

### **PERFORMANCE EVALUATION ASSISTANCE**

To assist supervisors and employees, Human Resources will hold meetings to review and discuss the Performance Evaluation process (additional training sessions will be scheduled as needed). Space is limited so please reserve your spot in a training session by registering online at: [Performance Evaluation Training Session Registration](#). If you do not have access to email, then you may register by calling Shirley Agosta at ext. 6666. Additional sessions will be added as necessary.

Employee’s Meeting – Monday, March 19, 1:30 pm – 3:00 pm, Everest Lounge\*

Supervisor’s Meeting – Monday, March 19, 3:30 pm - 5:00 pm, Everest Lounge\*

Supervisor’s Meeting – Tuesday, March 20, 9:00 am - 10:30 am, Everest Lounge\*

Employee’s Meeting – Tuesday, March 20, 11:00 am - 12:30 pm, Everest lounge\*

Employee’s Meeting – Wednesday, March 21, 1:00 pm – 2:30 pm, Hale House

Supervisor’s Meeting – Wednesday, March 21, 3:00 pm - 4:30 pm, Hale House

*(\*Please note that meetings may be scheduled on a floor without elevator access. If this presents a problem/concern, please call x. 6666, with as much advance notice as possible, and we will arrange for an alternate location.\*)*

Human Resources is also available for individual or group consultations on performance evaluations and related issues. If you have any questions please call Human Resources at ext. 6108.

**\*\*PLEASE SHARE THIS MEMO WITH THOSE WHO DO NOT HAVE ACCESS TO EMAIL\*\***