

443-10 PERFORMANCE EVALUATIONS FOR STAFF—PROCEDURE

1. PURPOSE

The performance evaluation process provides a systematic method of evaluating the extent to which an employee fulfills the requirements of the job. It is also used to provide a written basis for evaluating the job performance of both probationary and regular employees. Performance evaluations provide an opportunity for open and honest communication which is encouraged throughout the evaluation period.

2. PROCEDURE

1. Performance evaluations are used to provide a written basis for evaluating the job performance of both probationary and regular employees. Performance evaluations provide an opportunity for open and honest communication that should be encouraged throughout the evaluation period.
2. Periodic performance evaluations may be used for the following purposes:
 - a. To provide a forum for establishing goals and objectives for each employee, then subsequently discussing and documenting the employee's performance in relation to these.
 - b. To provide a means for informing an employee on how well he/she is doing with respect to job expectations and praising good performance.
 - c. To provide an opportunity to discuss problem areas, suggest needed changes in behavior, attitudes, skills, or job knowledge, and arrive at mutually agreed upon plans for improvement.
 - d. To provide a means for identifying training needs required to assure that organization objectives and institutional effectiveness are being met.
 - e. To provide a basis for and documentation of, decisions which support promotions, transfers, awards, layoffs, salary changes and disciplinary action.
3. Commendation, correction, and explanation should be given at the time actions occur and not "saved up" for the formal evaluation. Therefore, ongoing assessment of an employee's performance should occur whenever the opportunity arises on a day-to-day basis.
4. The performance of each regular employee who is not on probation will be evaluated on their performance each fiscal year and completed.
5. For more detail, refer to the Procedural Guidelines.

3. BACKGROUND

1. References: none
2. Revision history: 03/11/2009, 06/23/2009 (reformatted)
3. Legal review: none
4. Sponsor: Human Resources

Approved by College Council: 03/11/2009