2480 – Regular Staff Evaluation Process

The primary basis of an evaluation is job performance, although other factors that affect the work group, department, and the College may be included in the evaluation. The purpose of performance evaluation is to improve job performance, the employee's value to the College, and to advance the employee's skills and abilities.

Evaluation Schedule

Evaluation of staff occurs in accordance with the following schedule:

1. A staff member who is either new to the College or who has transferred into a staff position shall be evaluated after 90 days and again after 180 days in their new staff position.
2. A staff member who is in their first, second, third and fourth years of employment shall also be evaluated annually in accordance with their work anniversary date.
3. After the fourth year of employment, a staff member shall be evaluated at least once every three years in accordance with their work anniversary date.
4. Additionally, a supervisor may evaluate a staff member anytime at their discretion.

Evaluation Documents

- Staff Evaluation Form (for non-supervisors) – completed by both the supervisor and the staff member with chain of command approval through the appropriate vice president or president as applicable.
- Staff Supervisor Evaluation Form (for supervisors) – completed by both the supervisor and the staff member with chain of command approval through the appropriate vice president or president as applicable.
- Job Description – applicable job description is to be reviewed by both the staff member and the supervisor for possible updates

Evaluation Scoring

- If a supervisor gives the staff member a score of 5 (Consistently exceeds the standards) in any of the themes on either the Staff Evaluation Form or the Staff Supervisor Evaluation Form, the supervisor must include comments documenting how the staff member exceeded the standard in the theme.
- If the supervisor gives the staff member a score of 1 (Needs considerable improvement; routinely fails to meet the standard) or 2 (Needs minor improvement; occasionally fails to meet the standard) in any of the themes on either the Staff Evaluation Form or the Staff Supervisor Evaluation Form, the supervisor must include comments documenting how the staff member failed to meet the standard in this theme and may place the staff member onto a Performance Improvement Plan (PIP).

If the staff member is on an active PIP, the supervisor must discuss the PIP status in the Appraisal Summary section of the evaluation form.

Performance Improvement Plan

- The primary purpose of placing an employee on a Performance Improvement Plan is to create awareness of the concern, formalize actions to correct the problem, establish expectations to prevent recurrence, and prepare the staff member for satisfactory service.

- Once a supervisor has prepared a Performance Improvement Plan, the Plan must be sent up the chain-of-command through the appropriate Dean/Vice President, the Vice President of Administration and the Director or Assistant Director of Human Resources before being presented to the staff member. In the case of direct reports to the President, it must be reviewed and approved by the President, the Vice President of Administration and the Director or Assistant Director of HR.
- After receiving chain-of-command approval, and presenting the Plan to the staff member, a copy of the Plan must be sent to the Office of Human Resources for inclusion into the staff member's personnel file.
- At the conclusion of the Plan, the original form must be sent to the Office of Human Resources to replace the copies on file.

Evaluation Meeting

Before holding the face-to-face meeting with the staff member, the appraisal must have been reviewed and approved by the chain of command through the appropriate vice president or president as applicable. If the staff member disagrees with their appraisal, they may protest by checking the "I Disagree with Appraisal Contents and am Protesting the Appraisal" box, and by providing an explanation for the disagreement. When this occurs, the supervisor is expected to discuss these concerns with the staff member and document this discussion in the Appraisal Summary section of the form. During the face-to-face meeting, the supervisor will go over the Final Appraisal Report, the staff member's job description and if applicable, the Performance Improvement Plan. Then, the supervisor and the staff member will electronically sign the appraisal following the face-to-face meeting. An electronic copy (Word format) of the revised job description (if applicable) must be sent to the Office of Human Resources for final review, approval and posting onto the T Drive.

Other

Other specific details regarding staff performance evaluations will be as communicated by the Office of Human Resources.

Contact(s): Director of Human Resources

Related Form(s): Staff Evaluation Form; Staff Supervisor Evaluation Form; Performance Improvement Plan; Performance Improvement Plan Sample

Relevant Policy or Procedure(s): Policy 1465-Performance Evaluation

Approved by: President

Date: 10/16/07

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