

Performance Reviews

Policy/Procedure

It is the college's expectations that every full-time and part-time administrative and support staff employee receives an annual performance evaluation by the immediate supervisor. It is also suggested that job descriptions be reviewed during the time of the performance discussion and updated accordingly. This process is an integral component to providing the best possible service to the college. Performance evaluations serve several important functions, including:

- helping employees understand the major tasks of their jobs and the standards they are to meet in carrying out those jobs;
- offering an objective, consistent and fair basis for determining the effectiveness of employee performance; and
- providing information for making decisions such as salary adjustments, promotions and transfers.
- identifying professional development opportunities to support the achievement of individual goals.

Effective use of performance evaluations can produce clear expectations and provide corrective action when necessary. The college benefits from an overall improvement in work performance, more efficient use of college resources and, most importantly, better service to students. Employees are encouraged to play an active role in the conversation to discuss accomplishments, areas for improvement, training opportunities, and challenges they face in their work.

Supervisors are to submit written evaluations for each employee at least once a year and be submitted to Human Resource Services and placed in the individual's personnel file. Evaluations also must be completed following an employee's introductory period as outlined in the Introductory Period section of the handbook.

An employee's overall performance is taken into account, along with other relevant information, when the college considers such issues as promotions, transfers, retention and the annual salary-review process.

Related Information

History/Revision Information

Responsible Division/Office: Human Resource Services

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Last Amended Date: July 8, 2014

Next Review Date:

Also Found In: Administrators and Support Staff Handbook