

Performance Planning and Evaluation System

Administrative and Professional/Technical Staff

PURPOSE AND INSTRUCTIONS

The performance planning and evaluation system for Administrative and Professional/Technical (APT) employees is a communication tool for employees and their supervisors. It is designed to promote better understanding about job responsibilities and performance expectations. It is also intended to reward excellence in job performance and directly link job performance to pay, when funding is available. The process includes three phases: Performance Planning, Mid-Year Progress Review, and Year-end Evaluation. The performance planning and evaluation period is May 1 through April 30.

1. EVALUATION PROCESS
2. PERFORMANCE PLANNING PHASE: At the beginning of the evaluation period, the supervisor and employee should meet to discuss the employee’s *core work competencies*, *major job duties*, and *goals*. For new employees, the Performance Plan must be completed within 30 days of their start date.

a) All employees will be evaluated using the following core work competencies:

1. **Planning, organizing, and coordinating**: To what extent does the employee analyze work; identify goals and objectives; set priorities and deadlines effectively; develop plans of action; coordinate with others to implement plans; manage time wisely; and maintain flexibility to address changing circumstances?
2. **Interpersonal relations and communications**: To what extent does the employee foster open and honest communication; demonstrate respect, tact, and diplomacy; listen well and interpret information accurately; respond in a timely manner; engage in teamwork; and communicate accurately, clearly, and concisely, both verbally and in writing?
3. **Problem analysis and decision-making**: To what extent does the employee identify problems; conduct appropriate research; develop sound, practical, solutions; ensure decisions are made at the appropriate level, and take responsibility for their decisions?
4. **Mission/Vision/Values**: To what extent does the employee demonstrate commitment to the college’s mission, vision, and values? How does the employee exemplify the college’s values of “the individual, integrity, diversity, equity, and excellence” in their work?
5. **Supervision/Management** (if applicable): To what extent does the employee effectively manage personnel and other resources to achieve quality outcomes; communicate expectations; provide training and support; inspire employee engagement; foster teamwork; promote professional development; acknowledge good performance; offer constructive feedback and coaching; implement disciplinary action as needed; and meet performance planning and evaluation deadlines?

b) The employee and supervisor should list a minimum of three major job duties and a

minimum of three individual, department, and/or college goals on which the employee will be evaluated.

c) Lastly, the Performance Planning signature page should be completed. A copy of the signature page,

along with the Planning Phase core competencies, major job duties, and goals should be provided to the employee, and a final copy sent to HR. If the employee disagrees with the Performance Plan, they may explain the disagreement in the Performance Plan signature page employee comments section. The planning phase should be completed by May 31.

1. MID-YEAR PROGRESS REVIEW: At mid-year or as often as deemed necessary, the supervisor and employee should meet to discuss the employee’s progress toward fulfilling the expectations for the core competencies, major job duties, and goals. If it is determined that modifications to the job duties or goals are needed, these changes should be listed on the Mid-Year Progress Review signature page. If the employee disagrees with the Mid-Year Progress Review, they should explain why in the employee comments section of the signature page. After the supervisor and employee have completed and signed the Mid-Year Progress Review signature page, the supervisor should provide a copy to the employee and send a final copy to HR. The mid-year progress review phase should be completed by November 30.
2. YEAR-END EVALUATION: At the end of the evaluation period, the supervisor should rate the employee for each core competency, major job duty, and goal listed. Supervisor comments are required for each individual rating. In addition, the supervisor should complete the Final Overall Employee Performance Rating page, and state the justification for the overall rating. *The supervisor should sign the form and obtain signatures of the second level supervisor prior to reviewing it with the employee*. After reviewing the evaluation with the employee, the supervisor should obtain the employee’s signature, provide them with a copy of the Year-end Employee evaluation pages, and send a final copy to HR. If the employee is given an overall “Needs Improvement” rating, a Performance Improvement Plan must be completed. If the employee disagrees with the year-end evaluation rating, they should explain why in the employee comments section of the Final Overall Employee Performance Rating page. The year-end evaluation must be completed by April 30. The employee’s job description should also be reviewed and updated, if needed, as part of the year-end evaluation process.
3. EMPLOYEE INPUT FOR EVALUATIONS: Employees are encouraged to provide their supervisors with a list of accomplishments and their progress towards meeting goals prior to the completion of the Mid-Year Progress Review and Year-end Evaluation. Supervisors may choose to utilize various methods of gathering information on which to base the performance evaluation, including employee self-evaluations.
4. RATING LEVEL DEFINITIONS: Supervisors should evaluate each core work competency, job duty, and goal using the following rating levels:
5. Needs Improvement: Performance falls short of the standards established for the job. Work may be of variable quantity and quality or may be consistently short of the mark. Goals are not consistently achieved.
6. Commendable: Performance satisfies the requirements of the job. Quality and quantity of work meet requirements of the job. Goals and expected results are achieved or slightly exceeded.
7. Exemplary: Performance is above commendable. Performance consistently and significantly exceeds expectations of the job.