

## PERFORMANCE REVIEW INSTRUCTIONS

### Purpose of Performance Reviews

The performance review is intended to be a fair and balanced assessment of an employee's performance. It is a time for supervisors and employees to review the performance of last year, give and receive feedback, clarifying job duties, stating management's expectations, and set goals and expected accomplishments (outcomes) for the coming year. Remember, setting goals and accomplishments and monitoring progress is only a part of the performance review process. Helping people achieve desired outcomes is where the action really is.

### Self-Evaluation Form

The employee should complete this evaluation form in preparation of the performance review meeting.

### Essential Elements of Performance Reviews

1. Supervisor reviews the employee's job duties for evaluation (using the position description). The purpose of this review is to identify the job duties to be evaluated. It is not intended to be a review of the position description for a change in grade level.
2. Supervisor and employee discuss the Self-Evaluation and the Performance Review Form. The process must include one-on-one discussion between the supervisor and employee, both being full participants.
3. Timeliness. This year's performance reviews should cover *June 1, 2012- May 31, 2013* and should be submitted to Human Resources by **June 15, 2013**.
4. Documentation. The Performance Review Form (pgs.1-4) and any additional documents that either the supervisor or the employee wants included in the employee's permanent personnel file should be sent to the Office of Human Resources. (Human Resources reserves the right to determine what is appropriate to include.)

### The Performance Review Form (pages 1-2)

The Performance Review Form is designed to record the results of the employee's evaluation. During this review meeting with the employee, record an overall evaluation in the areas of accomplishments; service and relationships; accountability and dependability; adaptability and flexibility; and decision making/problem solving.

Pg. 1

- ❖ *Accomplishments*- Evaluate the employee's outcomes in performing identified duties/areas of responsibilities. Use the Position Description or departmental goals and objectives to identify specific duties/areas of responsibilities.
- ❖ *Service & Relationships* – Evaluate the employee's accomplishments in the areas of student or customer service, communication and interpersonal skills, diversity, and teamwork.
- ❖ *Accountability & Dependability*- Evaluate the employee's accomplishments in contributing to the effectiveness of the department and the overall mission of the College. Note, time off approved under FMLA may not be considered as detracting from an employee's contributions.
- ❖ *Adaptability & Flexibility*- Evaluate the employee's accomplishments in dealing effectively with additional responsibilities, learning innovative techniques and applying them to his/her job, and participating in appropriate training and development opportunities,
- ❖ *Decision Making & Problem Solving* – Evaluate the employee's accomplishments in making decisions, following safe work practices, and complying with college policies. If the employee performs a managerial function, evaluate his/her outcomes to manage human and fiscal resources effectively, developing goals and achieving outcomes that support the College's mission, and modeling and expecting appropriate work place behavior from employees.

- B. Supervisor's comments. This section should be used as documentation for the Consistently Exceeds and/or Rarely Meets Expectations ratings from page 1.
- C. Employees Comments. The employee may provide comments.
- D. Evaluate areas that need development/ improvement. The supervisor's action and the employee's action must be developed in writing and discussed.

### **The Goals & Objectives Form (Pg.3)**

This form is intended to be used twice. The first time an evaluation is completed, only list goals and objectives, including outcomes expected, for the coming evaluation period and the time frame for when each goal or objective is to be met. These goals and objectives should include both departmental goals and plans for personal and professional development. The evaluation section is to be used the second time an evaluation is completed. Use this section to evaluate the goals from the previous review. Also, at the second review, complete a new set of goals and objectives for the coming evaluation period.

### **Conclusion (pg.4)**

- ❖ Complete the Performance Review Form by indicating the following topics have been addressed during the review:
  - Job Duties and Performance Expectations
  - Plan of Development/Improvement
  - Goals and Objectives
  - Attach any comments from supervisor and employee
- ❖ Overall job performance. Note that the overall rating is not the sum of ratings from page 1. It is OVERALL job performance rating.

**Please note:** The Supervisor should keep a copy of the Performance Review Form and the employee may have a copy if requested. The signed original must be returned to the Office of Human Resources, no later than **June 15, 2013**.