

Chapter 8: Performance Evaluation

Key Terms You Need to Know for this Chapter

- **Performance Review-** A performance review is a formal discussion that is documented about an employee's development and performance. The review also serves as a planning process. It involves setting a plan of action for the next period and reviewing what has been achieved in the last period.
- **Six-Month Performance Review** – A new employee is required to be evaluated at sixth month period from date of hire, and the discussion and performance review is documented.
- **Employment Contract Extension** – The employee evaluation forms are used as basis to support a contract extension after the initial contract.
- **Appendix E: Performance Evaluation Forms** – This form is used to evaluate support staff whether classified or professional.
- **Appendix F: Employee Progress Report** – This report is used to evaluate management staff or administrators.
- **Appendix G Instructional Faculty Evaluation Form** – This appendix is used to evaluate full time faculty members.
- **College-Wide Strategic Plans** – five-year plans of the college.
- **Annual College-Wide Priorities** – goals the college determines as priorities for funding allocation and activities for each year.
- **Major Functional Duties** – important responsibilities of a position where majority of time and effort will focus.
- **Work Standards** – required level of work output and performance in one given area.

Frequently Asked Questions	
✓ Who will evaluate me?	✓ Your immediate supervisor.
✓ Do I sign the forms if I disagree with my ratings?	✓ No. But you must attach a letter that you will sign that explains your reason for not signing the form and that you will let it process and choose not to grieve the issue. It is suggested that you informally resolve the disagreements on the ratings with your supervisor before the forms are submitted to HRO.
✓ What process can I use to challenge my ratings?	✓ Grievance Procedures in Board Policy No. 6021.
✓ How often will I be evaluated during my employment?	✓ You will be evaluated two times during your first year and annually thereafter.
✓ When do I get a copy of my completed performance review forms?	✓ When all the signatures are on the forms. For performance review forms that resulted in Personnel Actions and contracts; you will get the copies together with the PA and contract after certification and all signatures are received.
✓ What do I do with my copies of the completed performance review forms?	✓ You keep them in your own files for reference. You need them to remind you on what goals you set to achieve in the

Frequently Asked Questions

	coming year and improvements you need to meet. These goals and improvements are also guides for your next evaluation.
✓ Who gets a copy of my completed performance review forms?	✓ You, your supervisor, and HRO.
✓ Where do I see results of the performance review when the ratings result in step increments?	✓ The results appear on the signature page of your performance evaluation and your Personnel Actions.

Performance Evaluations Forms

Currently three performance evaluation forms exist, and these forms are available as follows: in hard copies of the *Personnel Policy Manual* issued to individual employees, on downloads from the college website, and from HRO staff.

FORM	USE OF FORM
APPENDIX E – PERFORMANCE EVALUATION	Appendix E is used to evaluate management staff that include: vice presidents, deans, directors, instructional coordinators, CR coordinators, and student services coordinators.
APPENDIX F – EMPLOYEE PROGRESS REPORT	Appendix F is used to evaluate professional and classified staff who are not management staff or faculty.
APPENDIX G – INSTRUCTIONAL FACULTY EVALUATION FORM	Appendix G is used to evaluate faculty members who are full time teaching instructors at any of the campuses and regardless of programs or division.

Timelines

All employees will be evaluated annually. Forms must be completed correctly, signed received at HRO on the due dates.

All sections on each form must be filled out. Note that the following items receive special attention: the dates covered on the evaluation, any action requested, and development plans (if any).