

## Frequently Asked Questions

	coming year and improvements you need to meet. These goals and improvements are also guides for your next evaluation.
✓ <b>Who gets a copy of my completed performance review forms?</b>	✓ You, your supervisor, and HRO.
✓ <b>Where do I see results of the performance review when the ratings result in step increments?</b>	✓ 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
<b>APPENDIX E – PERFORMANCE EVALUATION</b>	<b>Appendix E</b> is used to evaluate management staff that include: vice presidents, deans, directors, instructional coordinators, CR coordinators, and student services coordinators.
<b>APPENDIX F – EMPLOYEE PROGRESS REPORT</b>	<b>Appendix F</b> is used to evaluate professional and classified staff who are not management staff or faculty.
<b>APPENDIX G – INSTRUCTIONAL FACULTY EVALUATION FORM</b>	<b>Appendix G</b> 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).*

**Table 8.1. Types of Performance Evaluations.**

<b>Type of Evaluation</b>	<b>Deadlines and Description</b>
<b>New Hires</b>	New hires will be evaluated at six months from the date of hire and 60 days prior to the end of their probationary period. <i>Completed evaluation forms are due at HRO at six months from date of hire and 60 days prior to the end of a new hire's probationary period.</i> Forms must be completed fully and correctly with all signatures of employee, supervisor, co-supervisor (if any) and relevant vice president.
<b>First Year Evaluation for New Hires</b>	The first-year performance evaluation will be due at HRO 60 days prior to the end of the probationary period. This evaluation form will form the basis for subsequent annual step increments during the 3 year contract period. HRO will use this form to create annual step increments within the contract period. The evaluation form must indicate clearly the specific period covered beginning from the date of hire to the end of the probationary period. For example: Period of evaluation: March 3, 2012 –March 3, 2013. Employee was hired March 3, 2012 and March 3, 2013 marks the end of the probationary period and the effective date of the first personal action for a salary increment.
<b>Contract Renewal</b>	Evaluation for contract renewal is due at HRO six months prior to the end of the current contract. When possible for employees on work permits, forms can be received at HRO earlier than six months to allow for external processing of entry permit and/or US Visa.
<b>Other Evaluations after the probationary period.</b>	Formal performance evaluation maybe completed any time after the completion of the probationary period and throughout the employment period whenever an employee is given a poor performance or unsatisfactory rating. This type of performance evaluation must have specific performance outcomes, date of achievement of results desired and timeline of follow up evaluation to discuss, resolve and update employee and HRO on status of performance, salary increment, and potential probability of continuous employment or termination.

**Notice of Reminders to Supervisors**

HRO will provide supervisors an annual reminder in a spreadsheet format via email and through vice presidents with these data:

- Employee Name
- Date when current evaluation is due
- Date when current contract will expire

The supervisor will use the spreadsheet to monitor completion of performance evaluation and maintain it for own use.

### **Supervisor Organizes Meeting to Discuss Employee Performance**

The immediate supervisor will initiate the completion of an evaluation by scheduling meeting with direct reports to discuss performance and the forms. The supervisor will contact and communicate with co-supervisors (if any) and give vice presidents prior notice of the meeting with employee and provide the final evaluation forms. The preparation and review process of the performance is led by the immediate supervisor, who ensures that all parties shown in Table 8.2 have completed their part.

**Table 8.2. Parties, Roles and Information in Performance Reviews**

<b>Parties to the Review and Their Preparation</b>	<b>Description of Roles and Information Use in the Evaluation Process</b>
<b>Employee</b>	<ul style="list-style-type: none"> <li>✓ The employee will prepare himself/herself for the meeting to contribute to the discussion and development of work goals and plan for themselves. Initial self-evaluation is recommended at this step. If there are available lists of accomplishments for the covered period, include them on the form in relevant sections.</li> </ul>
<b>Immediate Supervisor</b>	<ul style="list-style-type: none"> <li>✓ Review the previous recent performance evaluation to note areas indicated for development and improvement.</li> <li>✓ Review the level of achievement of assigned functional responsibilities and other related assignments.</li> <li>✓ Review also any written records and information that affect and/or relate to the performance of the employee during the covered period of the evaluation.</li> <li>✓ A draft evaluation form should be completed based on the above and the self-evaluation completed by the employee. This draft is sent to the co-supervisor (if any) and the vice president for review and input.</li> </ul>
<b>Co-supervisor (if any)</b>	<ul style="list-style-type: none"> <li>✓ Review major assignments delegated to employee during the covered period and note status of the assignments.</li> <li>✓ Review written records and others from within the department and the college where the employee serves in ad hoc services or as support system to other related functions.</li> <li>✓ Review the draft evaluation sent by the supervisor against own sources of assessment described above.</li> <li>✓ Return draft evaluation with input to immediate supervisor.</li> </ul>
<b>Vice President</b>	<ul style="list-style-type: none"> <li>✓ Review draft evaluation form sent by immediate supervisor and/or co-supervisor against department priorities, IEMP, and TracDat plans for the unit and the individual employee's responsibilities.</li> <li>✓ Ensure quality of assessment and relevance of development plans to employee area of responsibility.</li> </ul>

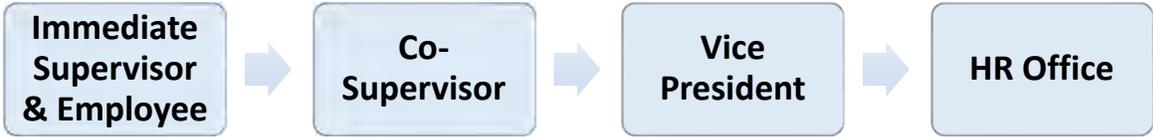
	<ul style="list-style-type: none"> <li>✓ Return the final draft of evaluation to the immediate supervisor to consolidate/finalize ratings and use the form in the meeting with the employee.</li> </ul>
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**Supervisor Consolidates Performance Evaluation Forms**

After discussing the performance of the employee with all parties above, the immediate supervisor will consolidate the ratings on one form. In the meeting with the employee, the supervisor will issue the final draft evaluation form to the employee and together they will review and sign. The routing process of the evaluation forms will follow these steps.

1. **Step 1.** Immediate supervisor and employee sign the forms. Supervisor sends forms to Co-supervisor. In the absence of a co-supervisor, the forms will be sent directly to the vice president.
2. **Step 2.** Co-supervisor (if any) will sign the forms and forward to the vice president and cc or notify immediate supervisor of the action taken.
3. **Step 3.** Vice president will sign the forms and forward them to HRO.

Figure 8.1 displays the routing path for performance evaluation forms at this stage.



**Figure 8.1. Routing Path for the Performance Evaluation Forms**

The vice presidents are based on the National Campus and will forward the signed completed evaluation forms to HRO for processing. HRO will prepare any Personnel Action and contract renewal as applicable based on the completed form. Copies of the evaluation forms will be provided to the employee and supervisor when HRO has completed its action on the form. The original copy will be maintained at HRO.