POLICY X-A-9:  
Performance Evaluations

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Policy/Procedure

Performance evaluations are an integral part of the college’s processes. These 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;
- providing objective, consistent and fair bases for determining the effectiveness of employee performance; and
- providing one source of information for making decisions such as salary adjustments, promotions and transfers.

Performance discussions offer opportunities for increasing awareness about an employee’s job, improving performance, increasing job satisfaction and gaining recognition. For managers, effective use of performance appraisals can produce clearer expectations for their employees’ performance. The college also benefits from an overall improvement in work performance, more efficient use of college resources and, most importantly, better services to students. Normally, the discussions and written evaluations are conducted at least once a year. They also are done after an employee’s probation period, as outlined in that section.
However, supervisors may hold as many discussions and provide as many written evaluations during the year as they find appropriate. At least annually, each employee’s supervisor will complete a Performance Appraisal form and will review it with the employee before sending it to HR Services. These results, along with other information about an employee’s performance and that of his or her colleagues throughout the college, will be taken into account, along with other relevant information, when the college considers such issues as promotions, transfers, retention, the annual salary-review process and the like.

Related Information

History/Revision Information

Responsible Office/Division:

Effective Date:

Last Amended Date:

Next Review Date:

Also Found In: Handbook for Administrators and Support Staff