



2016 STAFF PERFORMANCE EVALUATION PROGRAM

WHEN: Begins in March and ends May 31, 2016. Evaluations should be completed prior to supervisors being asked to recommend annual salary increases.

WHY: The College's annual staff performance evaluation is intended to be one part of comprehensive performance management which also includes having well-written job descriptions, communicating expectations, giving regular performance feedback, goal setting, recognition, and job and career development.

WHAT: Resources and forms for supervisors and staff are available on the HR website at: www.hmc.edu/human-resources/performance-evaluation-forms-and-resources

The available resources for documenting the performance evaluation are:

1. **Three Staff Evaluation Forms** from which to choose to document the evaluation.
 - Form A – each performance factor is assigned at least one level that describes the staff member's performance. A section for comments follows each factor.
 - Form B – a narrative is written for each performance factor.
 - Form C – the entire evaluation is written in a narrative format

Please use the 2016 forms which are on the HR website because of a few wording changes.

Topic	2016 Wording	2015 Wording
Performance Level	Some Improvement Required/Some Success	Some Improvement Required
Performance Level	Significant Improvement Required	Major Improvement Required
Improvement Plan (Form Title)	Performance Development Plan	Performance Improvement Plan



2. **Staff Self-Evaluation - Options:**
 - Use the **standard form** that is pre-populated with questions that you can modify by changing questions, adding to them or deleting questions.
 - Create your own self-evaluation form.
3. **Performance Development Plan:** A planning tool for supervisors and employees to describe what success looks like and how to achieve it when an employee needs to improve the performance of specific job responsibilities. This is a template that can be modified to suit individual circumstances.
4. **Supervisor Self-Assessment/Discussion Guide,** A "Baker's Dozen" of questions for and about supervisors.

HOW – THE PROCESS:

1. **Check with your Vice President/Supervisor:** Make sure you know what is expected of you and ask if your Vice President/Supervisor wants to see your staff's evaluations.
2. **Set the Stage with Your Staff Member(s):** Meet briefly with each of your staff members to let them know when you will be doing evaluations, what you expect regarding a self-evaluation, and the period of time that spans the review period.

3. **Prepare:** Read the staff member's self-evaluation, last evaluation, prior evaluations if necessary, job description, and any notes, letters, and documents pertaining to the staff member's performance over the review period. If you need to contact others to obtain feedback about a staff member's performance, identify who they are and what you want to ask them.
4. **Draft the Evaluation Form:** Depending on your style, you can draft the form before or after you meet with your staff member. To help your staff member understand your assessment of each performance factor, we strongly recommend that you add comments that contain specific examples for each performance factor that support your assessment.

If you are struggling with what to write, check the ***Guide to Defining Performance Levels*** and ***How to Structure Feedback and Set Goals*** on the HR website.

5. **Meet with Your Staff Member:** Use the evaluation form and the self-evaluation to guide your discussion. You may also want to refer to the job description during your meeting. Make sure you schedule enough time to have a productive conversation and that you meet in a private location. Remember to: listen, ask questions, and express your appreciation for your staff member's participation in the meeting.
6. **Finalize the Evaluation:** As you finalize the evaluation, make any changes that are a result of your meeting. Don't forget to use spell check! Please do not modify other text in the form.
7. **Signatures and Copies:**
 - When the evaluation is finalized you and your staff member sign the evaluation.
 - Please make sure each staff member receives a copy of the final evaluation and send a copy to the Human Resources Office. Attach applicable documents, e.g. the staff member's self-evaluation.

NEED HELP? – Please contact:

- Cynthia Beckwith, extension 18512, email: cbeckwith@hmc.edu
- Kimberly Taylor, extension 74096, email: ktaylor@hmc.edu