



Date: March 1, 2021

To: All Staff Employees

From: Dana Nagengast, Assistant Vice President for Human Resources

Subject: 2021 Performance Management Program

Harvey Mudd College (HMC) recognizes all employees as essential to the overall success of the College. This success is achieved by fostering a work environment in which employees are inspired to perform to the best of their abilities. HMC's performance management cycle and processes allow supervisors to set expectations for the year and to discuss each employee's potential contributions toward the achievement of departmental and College goals and objectives.

The Office of Human Resources is pleased to announce the 2021 performance evaluation period for reviews will be March 1, 2020 through the later of May 1, 2021, or the day evaluations are submitted to Human Resources. The deadline to return all completed and signed performance evaluations is May 1, 2021.

HMC will strive to use its performance management program to accomplish the following objectives:

- Promote two-way performance related communications between supervisors and employees that clarify expectations about the roles, goals, and behavioral accountabilities.
- Promote professional growth for employees by helping them in acquiring the desired knowledge and skills.
- Identify the barriers to effective performance and resolve those barriers through coaching and development support.

Forms and resources are available on the [HR Website](#). All departments will utilize an online performance review template in Workday. An Inbox task will be initiated for you to begin your self-assessment in Workday. If you are a new supervisor and would like to meet with me about the program and help you with planning, please feel free to contact me at dnagengast@hmc.edu

For further questions, please feel free to contact the Office of Human Resources at hr@hmc.edu.

Take Care,
Dana