



2021

STAFF PERFORMANCE EVALUATION CHECKLIST

WHEN: The 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.

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

WHAT: Forms and resources are available on the HR Website. Please check with your department VP for confirmation.

HOW: The following checklist will assist you to navigate the process.

CHECK WHEN COMPLETE	WHAT TO DO
	Talk to your supervisor/VP to confirm what is expected of you (e.g. use of a specific form, self evaluations)
	Ask your VP if they want to see your staff evaluations and, if so, confirm when that will occur (i.e. draft, final). Does the VP want to sign evaluations? In Workday, this must be shared outside of the business process.
	Set the stage by meeting briefly with each of your staff members to let them know when you will be conducting evaluations, what you expect regarding a self-evaluation, and the period of time that spans the review period.
	Be prepared by reviewing former evaluations, job descriptions and any performance documentation pertaining to the staff member. If you are a new supervisor, contact HR to review past evaluations.
	Decide if you need to obtain feedback from others who have worked with your staff member(s).
	Document the evaluation and provide an overall evaluation.
	Meet with your staff member and 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.
	Finalize the evaluation; make any changes that are a result of your meeting.
	Obtain signatures by the staff member and sign the evaluation as the supervisor. If applicable, obtain the signature of your next level supervisor/VP. If a staff member declines to sign, please make a note on the evaluation that states they were provided the evaluation and decided not to sign it. You still need to sign the evaluation as the supervisor.
	Complete the final evaluation by both the employee and supervisor signing/acknowledging the review.

Please direct any questions to hr@hmc.edu.