



Date: March 1, 2023
To: All Staff Employees
From: Joanna Hernandez, Senior Director for Human Resources
Subject: 2023 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 2023 performance evaluation process will be launched on March 1, 2023. The performance review period covered is 3/1/22-4/28/23, or the day evaluations are submitted to Human Resources.

The review evaluation period (the time employees and supervisors must complete the evaluations) will be 3/1/23-4/28/23.

HMC strives 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.
- Use the results of the performance evaluation to set salary for the coming year.

In order to stay on schedule and have salaries set for July 1, 2023, it is important to return all completed and signed performance evaluations on a timely basis. ***If you are able to complete evaluations by the end of March, please do so as this will allow ample time for processing before setting annual salaries. Please submit all evaluations no later than April 28, 2023.***

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

Take Care,
Joanna