



**Date:** March 1, 2024

**To:** All Staff Employees

**From:** Adele Vuong, Senior Administrator for Business Affairs and Risk Management and Acting Director for Human Resources

**Subject:** 2024 Performance Management Program

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Greetings Staff,

### **Short Version**

The Office of Human Resources is pleased to announce the 2024 performance evaluation process will be launched today, March 1, 2024. The performance review period covered is 3/1/23-2/29/24. Completed performance evaluations must be submitted no later than 4/30/24. The HR team is excited to offer new training opportunities this year to support supervisors and staff with the process. More details and training sign-ups will be announced in early March!

### **Long Version**

#### **What are our objectives?**

We recognize all staff as essential to the overall success of the College. This success is achieved by fostering a work environment in which staff are inspired to perform to the best of their abilities. HMC strives to use its performance management program to accomplish the following objectives:

- Promote two-way performance related communications between supervisors and staff that clarify expectations about the roles, goals, and behavioral accountabilities
- Promote professional growth for staff 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 salaries for the coming year

#### **What is the timeline and how do I get started?**

- The performance review period covered is 3/1/23-2/29/24. An Inbox task has been initiated for you to begin your self-assessment in Workday. Forms and resources are available on the [HR Website](#). Completed performance evaluations are due by 4/30/24.

#### **What training is available?**

- Our HR team is excited to bring you new training opportunities to walk through the performance management process and share best practices. We will offer options for both supervisors and staff, both in person and virtual, to be announced in early March.

Thank you for hard work and dedication. Feel free to reach out to our HR team at [hr@hmc.edu](mailto:hr@hmc.edu) or stop by the office with any questions and we are happy to assist you.



Take Care,  
Adele